


# **CULPEPER COUNTY**

## **SPACE NEEDS ASSESSMENT & ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**



FINAL REPORT • JULY 5, 2001

PREPARED BY  
 **MOSELEY  
HARRIS &  
McCLINTOCK**

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## 1. STUDY PURPOSE AND SCOPE

As a result of its steady growth, Culpeper County is currently confronted with a significant need for additional space to adequately house county government functions. Not only is there an insufficient amount of space available for many functions, but the arrangement and overall quality of much of the space is inadequate to effectively meet daily operational needs or to facilitate the most responsive service for the county's citizens.

Recognizing this situation, the Culpeper County Board of Supervisors authorized this study to:

- analyze and document space requirements for county government functions for the next 20 years, and to
- develop and evaluate alternative strategies to provide the required space in a manner that facilitates improved county government effectiveness and efficiency.

The following county government and court components are addressed by the study. The functions to be included were selected by the county.

- Courts, including the county's Circuit Court, General District Court, and Juvenile and Domestic Relations (J&DR) District Court, as well as the Clerk of the Circuit Court, the two District Court Clerks, the Commonwealth's Attorney, the J&DR Court Services Unit, Criminal Justice Services, and the court security component of the Sheriffs Department.
- General Government, which includes the Board of Supervisors, the Treasurer, the Commissioner of Revenue, the County Attorney, the Voter Registrar, the Virginia Tech Cooperative Extension Service office, the Office of Economic Development, the Finance Department, the Planning Department, the Building Inspector's Department, Emergency Services, Environmental Services, Information Services, Parks and Recreation, and the County Administrator's office.
- Human Services, which includes the Health Department, Department of Social Services, and the outpatient mental health services component of the Community Services Board.

Four alternative approaches were developed for meeting these facility needs. These are included in this report as Downtown Options A & B, Combination County/Downtown Option, and County Site Option.

The consultant for this study was Moseley Harris & McClintock, a full service architectural, engineering, interior design, and planning firm based in Richmond, Virginia. Moseley Harris & McClintock serves public sector clients almost exclusively, and has specialized in space needs analyses, master planning, and facility designs for local governments since its inception in 1969, including administrative, judicial, and public safety projects.

## **2. SPACE REQUIREMENTS**

### **2.1 Current Space Allocation**

The amount of space currently allocated to functions included in the study was documented based on graphic analysis of building drawings when available. This documentation included all functions located in the Culpeper County Courthouse, the County Administration Building, the Administration Annex Building, the old Social Services Building, the new Social Services space (leased space), and the Health Department Building. Floor plan drawings illustrating the existing space allocation in these buildings are included in Appendix A. Drawings were not available for the Registrar's office and Criminal Justice Services Building, both of which are leased, or for the Community Services Board building. Areas currently occupied by these functions were estimated.

### **2.2 The Space Needs Assessment Process**

In order to assess space requirements for each function, questionnaires were first distributed to management personnel in each component. The questionnaires addressed issues that have an impact on the type and amount of space required. After reviewing the questionnaire responses, the study team individually interviewed representatives of each component in person and toured the space currently allocated to them.

The study team then researched statistical data and projections for county population and for court caseloads. This data was considered along with staff input received through the questionnaires and interviews. Research was also conducted on staffing levels in other counties that may offer insight into Culpeper's future (refer to Section 2.5). Projections for personnel and space requirements through the next 20 years were then developed.

The space projections include both office and support spaces required for each component to meet its current needs, as well as for planning horizons of 5, 10, and 20 years into the future. The projections do not address only the space needed for growth while assuming that existing space is adequate for current needs. Such an approach would not reflect the true need for space, because steady growth in the past has led to serious overcrowding in many areas. As a result, current space needs are not being met for most functions.

The requirements for staff workspace and support space were quantified by applying consistent standards for size to each type of space. The standards were based on sources such as the Virginia Courthouse Facility Guidelines and on the study team's experience with numerous local government facility planning and design projects. All of the standards fall within a range that is appropriate for counties such as Culpeper, based on comparison with facility construction for similar localities around Virginia in recent years.

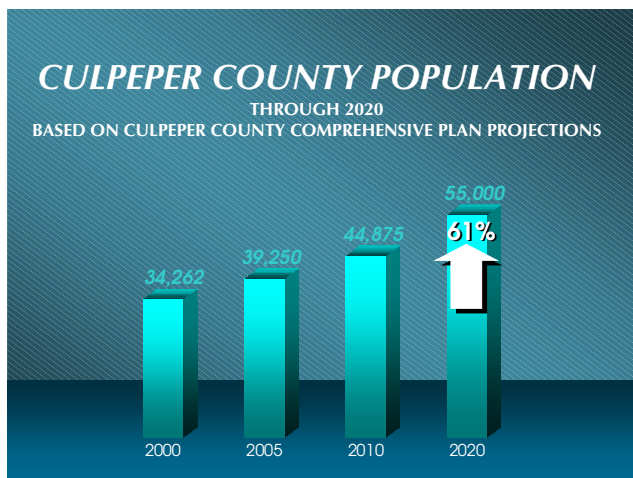
Once the space requirements were determined, an internal circulation factor was applied to account for aisles between workstations, and internal corridors connecting offices, courtrooms, etc. The internal circulation factor varied for

different functions based on analysis of actual facility layouts developed for similar functions in other localities. Application of this factor yielded a net area requirement for each component. A gross building area factor was then applied to the total net area required for each major category of space. The gross building factor accounts for space that is shared by all components, including common corridors, stairs and elevators, mechanical equipment rooms, and building structure. The resulting estimate of gross building area is useful in preliminary planning for new buildings, whereas the net area figures are useful for planning allocation of space within existing buildings.

Only by developing a detailed space layout or building design, which is beyond the scope of this study, can the actual net and gross areas required for any category or component be precisely determined. However, the factors utilized reflect a space utilization efficiency that can be reasonably expected based on analysis of facilities recently constructed for similar functions.

The data and conclusions generated by the space needs assessment process are detailed in sections 2.3 through 2.6 below.

### **2.3 County Population**



The 2000 Census states that Culpeper's population as of April 1, 2000 is 34,262 people. According to the Culpeper County Comprehensive Plan, the county's population can be expected to grow by approximately 61% to a total of 55,000 people by 2020. Figure 2.1 illustrates projected population levels for Culpeper County through 2020.

### **2.4 Court Case Loads**

The Virginia Supreme Court provided caseload projections through 2008 for each of the Culpeper County courts. These projections were prepared based on historical caseload statistics. The study team extrapolated the projections through 2020. The Circuit Court trend (Figure 2.2) indicates that the caseload in

2020 will have increased almost to the 1998 statewide average annual number of cases commenced per judge. If the most recent five years are used to create the projections, however, the caseload increase is more pronounced. Figure 2.3 represents caseload projections using 1995 through 1999 commenced cases as a guide, and indicates that the caseload in 2020 will increase to well above the 1998 statewide average annual number of cases commenced per judge. Currently the Circuit Court is operating approximately 3 ½ days per week. The demand for courtroom time was projected upward to correspond with the increase in caseload to determine how many days per week will be needed to handle the projected caseload. While the Virginia Supreme Court projections indicate that the need for an additional courtroom within 20 years will be marginal, the projections based on recent history and current courtroom usage indicate that a second courtroom will frequently be needed by 2020 or even sooner. Each of the options developed allows for two circuit courtrooms.

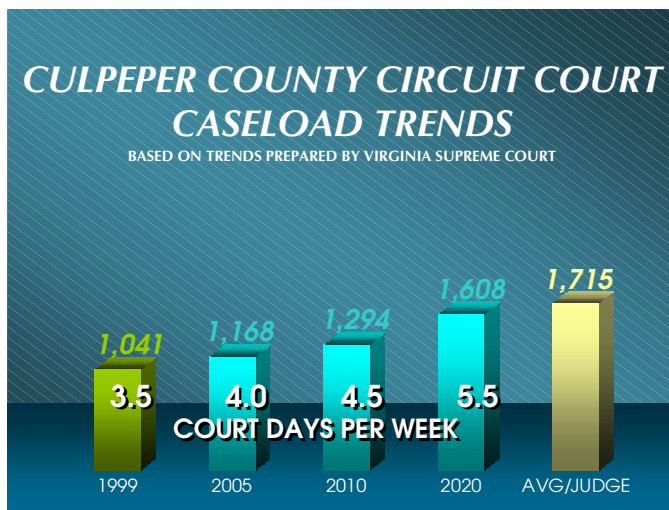


Figure 2.2

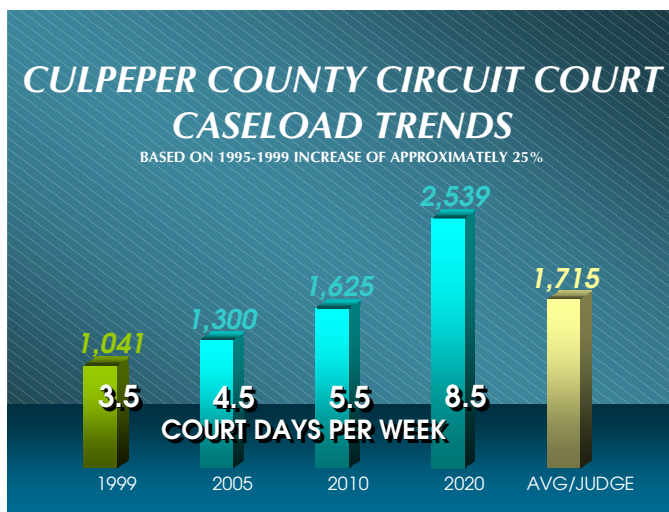


Figure 2.3

The General District Court trend (Figure 2.4) indicates a moderate decrease in caseloads. By 2020, the projection indicates that there will be approximately half the annual average number of cases per judge statewide. While the recent downward trend is unlikely to continue over the long term as population continues to grow, the need for a second General District courtroom is not anticipated within 20 years.

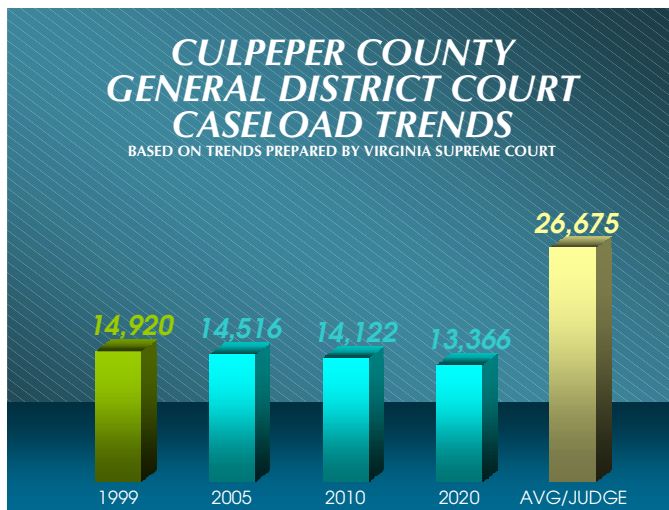


Figure 2.4

Finally, the J&DR Court trend (Figure 2.5) indicates a substantial growth in caseloads to roughly twice the annual average number of cases per judge statewide. A second full time J&DR courtroom would certainly be needed to handle that caseload, and even a third courtroom (which could be shared with the General District Court) may be needed by 2020.

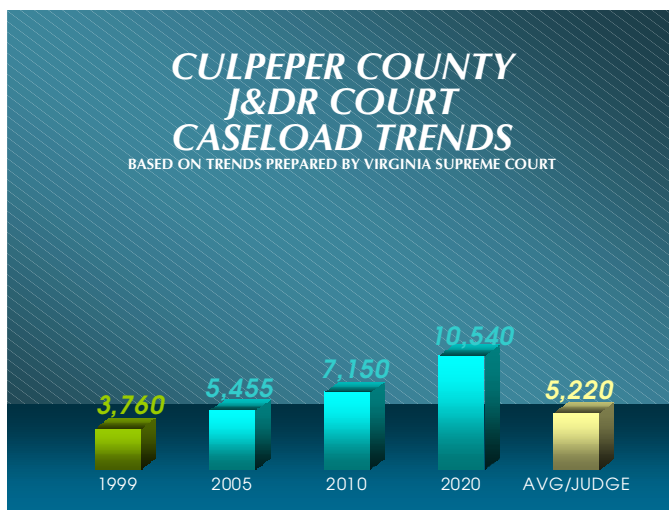


Figure 2.5

## **2.5 Population and Court Caseloads as Personnel and Space Requirement Indicators**

While population projections may be useful in evaluating general trends in staffing levels for local government, there is no mathematical formula to precisely predict the number of government employees based on projected population figures for a given locality. There are too many variables in play, including funding and political issues, state and federal mandates, and the individual “personality” and priorities of the local government and citizens. Furthermore, future increases in personnel may reflect the addition of staff that were actually needed earlier but were not funded or hired for various reasons.

To assist in evaluating the county and court staffs’ input and formulating staffing projections, the study team researched other Virginia counties that have current populations similar to the population Culpeper County is expected to have in 20 years. The counties selected for this “benchmark” analysis were Fauquier and Frederick Counties, which are located in the same general area of the state and share many characteristics with Culpeper County. Their current staffing levels generally correspond with the staffing levels projected in this study for Culpeper. Detailed data on this analysis is included in Appendix B.

Compared to population, court caseload seems to be a more reliable indicator of staff size for the courts and related agencies. In particular, the number of judges required to handle the caseload in a locality can be inferred by comparing projected caseloads to the statewide annual average number of commenced cases per judge for each type of court. One full time judge can be expected to handle a workload in the range of that generated by the statewide average number of commenced cases per judge. If projected caseloads substantially exceed that average, then it is likely that more than one judge will be needed to handle the workload in that locality. This means that, on one or more days per week, more than one judge will need access at the same time to courtroom facilities for that court. This correlates directly to the number of courtrooms required (as discussed in Section 2.4), affects related support personnel and facilities required for the courts, and thus has a direct relationship to overall court space requirements.

## **2.6 General Conclusions**

Detailed data on projected personnel and space requirements for each study component is included in Appendix C. A “big picture” analysis of the data for each category indicates a consistent trend of growth in staff size and required space over the next 20 years. This seems reasonable in view of the projected county population increase over that time period.

Figure 2.6 compares projected personnel increases over the next 20 years for each major study category.



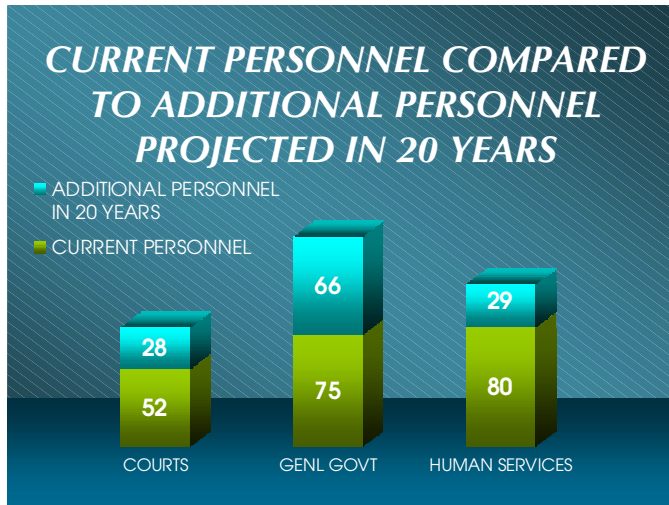


Figure 2.6

Figures 2.7 through 2.9 below illustrate net space requirements for each study component through 2020. Current space deficits for the courts are the most severe, followed by general government functions. Current space deficits for the human services functions are less severe; however, the fact that the space recently leased by Social Services slightly exceeds their current needs skews the human services numbers to some degree. The Health Department and Community Services Board do have deficits.

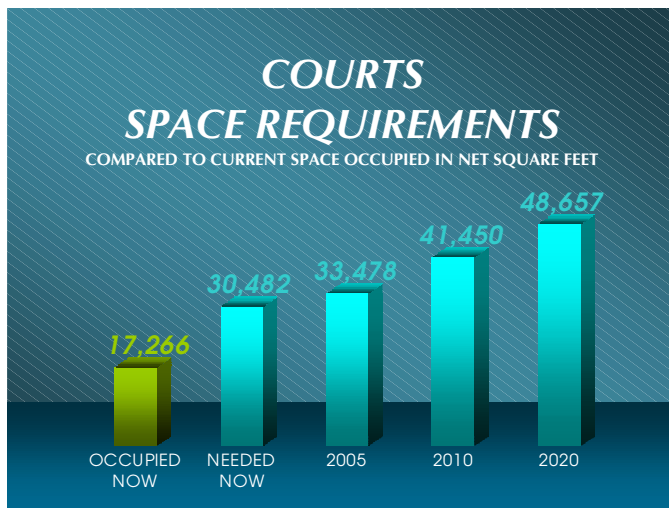


Figure 2.7

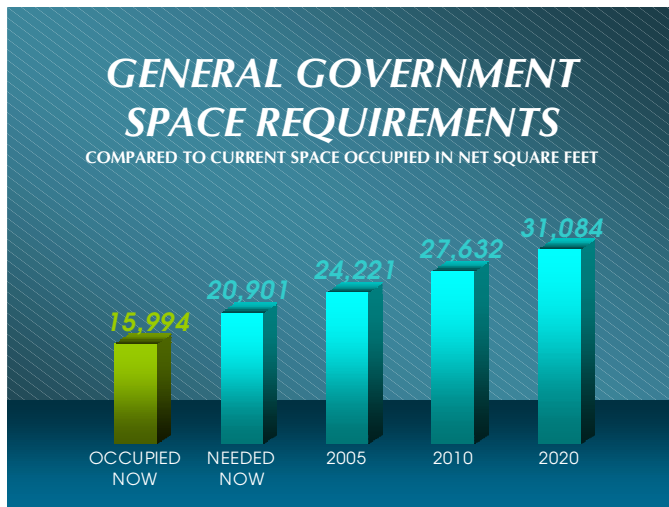


Figure 2.8

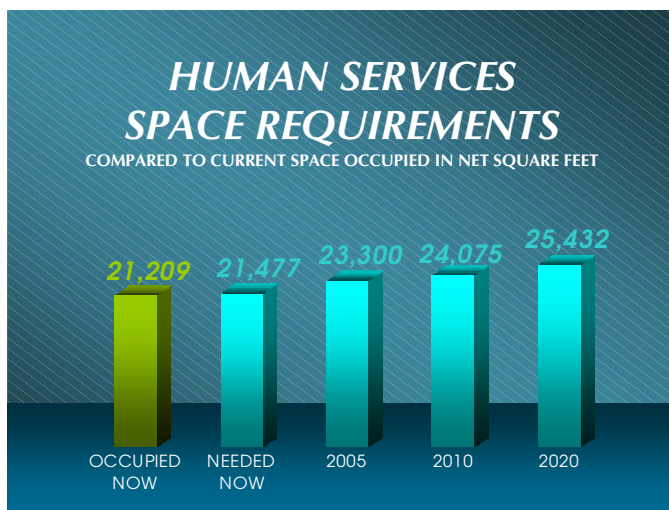


Figure 2.9

It should be noted that percentage increases in required space for a given function do not always directly correlate to percentage increases in personnel for that function. This is because significant amounts of space for many functions are for areas such as courtrooms, holding cells, meeting rooms, records storage, etc., whose size and quantity are not directly driven by staffing levels. As illustrated in Figure 2.10, the percentage increase in space required for General Government and Human Services over the next 20 years is substantially less than the percentage of personnel increase expected for those categories. Because of the need for three additional courtrooms and their support spaces, the court space needs exceed the personnel growth percentages.

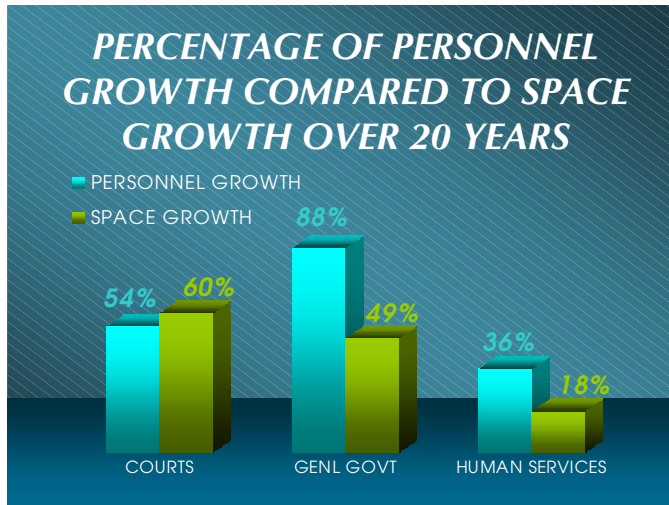


Figure 2.10

It is also important to understand that much of the additional space is needed to relieve existing space deficits. Steady growth has resulted in overcrowding in many areas. This can adversely affect staff effectiveness and morale, recruiting of new staff, and service delivery to citizens. Figure 2.11 illustrates that for the Courts and General Government functions, the amount of additional space needed to erase current deficits is a substantial portion of the total additional space needed to meet all 20-year needs. **The problem of providing for more and better space is thus an immediate one, and the need to identify and implement solutions is pressing.**

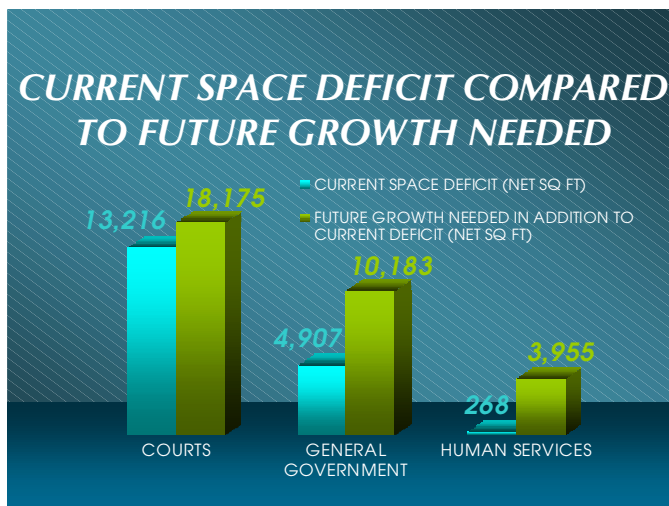


Figure 2.11

### 3. AVAILABLE SPACE AND LAND RESOURCES

Various resources were considered for providing the required space. One obvious solution is the construction of one or more new buildings. The continued use, reallocation, adaptive reuse and renovation, and expansion of existing facilities were also considered. Available space resources include:

- Culpeper County Courthouse. Located in downtown Culpeper, the Culpeper County Courthouse was originally constructed in 1874 on Davis Street. It has been expanded several times through the years, and currently contains about 30,000 gross square feet of space on three levels including the basement and is generally in fair condition. The Courthouse currently houses the three courts and their clerks, as well as the Court Services Unit, Commonwealth's Attorney, Commissioner of the Revenue, and Treasurer. It does not provide adequate space to meet the current or future space needs of all of the courts, however with proper renovation and reallocation of its space, this building can meet the needs of the Circuit Court, Circuit Court Clerk, and Criminal Justice Services, and provide many additional years of useful service. The continued use of the existing Courthouse should be a component of any court facility plan due to its historic significance and tradition, the cost of replacing the space, and the legal issues involved in relocating the Circuit Court to another site.

In February 2001, representatives from Simmons Rockecharlie & Prince, consulting engineers, toured the courthouse and old Social Services Building to observe the mechanical and electrical systems (refer to Appendix E). The Courthouse systems were found to be in functional condition, however extensive upgrades need to be made to accommodate future needs of this building. The mechanical system consists of some new equipment (the rooftop cooling tower and the chiller were installed in 1996), and equipment installed during an extensive renovation in 1974. Many of the older components are not functioning properly and are deteriorating. Electrically, certain main breakers were not functioning and are scheduled for repair. There were also many circuits that were overloaded throughout the building. The lighting system mostly consists of old inefficient fluorescent fixtures.

- County Administration Building. Built in 1934 as a post office, this 12,200 square foot building currently houses the Board of Supervisors, the County Administrator, the Finance Department, Building Inspections, and the Planning and Zoning Department. The two-story building has been substantially renovated and is in good condition. It can continue to serve a portion of the County's general government needs.
- County Administration Building Annex. This two-story 3,300 square foot building currently houses Parks & Recreation, Environmental Services, Information Technology, and Economic Development. This building is in good condition and can continue to house County government offices, although ideally they would be offices, which can operate somewhat independently.

- Old Social Services Building. This building is located across Davis Street from the Courthouse and formerly housed the Department of Social Services until it moved into leased space in 2000. Consisting of approximately 9,300 gross square feet on three floors, this building is in poor condition. The mechanical system for this building is in very poor condition. Two air conditioning units (circa 1977) serve each floor of the building. No fresh air is provided to any of these units and the air distribution ductwork is a mixture of insulated, lined, insulated duct board, below floor, rigid, flexible, and above ceiling trunk lines. Most of the air distribution devices are of a residential style. These units are supposed to be controlled by separate heating and cooling thermostats with an override timer, but these devices are not operational. Windows are generally opened and closed to vary the temperature. The electrical system has been upgraded at various times to meet the needs of the users. The lighting system consists of old inefficient fluorescent fixtures. The mechanical and electrical systems would need to be replaced and the building would need to be extensively renovated to continue to serve as county offices. With extensive renovations to improve the mechanical and electrical systems and meet ADA accessibility requirements, this building could continue to support County government functions.

For those facilities described above for which floor plans were available, existing space allocations are shown in Appendix A, along with a map showing the location of the existing facilities in downtown Culpeper.

- County site on Route 666. Culpeper County owns property in the northeast quadrant of the intersection of the US Route 29 Bypass and County Route 666, consisting of approximately 136 acres of land that has been in agricultural use for many years. The property contains several man made ponds as well as farm structures. Topography is relatively flat to gently rolling. Generally the land is cleared, having been cultivated or used as pasture. A limited access type highway interchange with grade separation is anticipated for Routes 29 and 666 at some time in the future. Light industrial property sits opposite the County land across Route 666. This site could easily accommodate the 20-year facility needs identified in this study, as well as other facilities. Concurrently with this study, the County is preparing a master plan for use of part of the site as a county athletic field complex. The options that propose use of this site illustrate the proposed long-term build-out of the athletic field complex.

## **4. SUSTAINABILITY CRITERIA**

### **4.1 Introduction**

As the Culpeper County government grows out of its current space, government officials are faced with the choice of keeping the government facilities in the Town of Culpeper, or moving those facilities out of town to the County-owned site. This choice will be made after considering a multitude of factors, not the least of which is the direct cost to the taxpayers. County government officials, however, are also considering the long-term impacts of their decision on the economic strength, environmental resources, and quality of life in the Culpeper area. Because this decision will have a substantial influence on the future livability of both the Town and the County, officials have recognized the importance of developing a community-oriented solution that will contribute to the health and vitality of Culpeper and that can be sustained for current and future generations to enjoy.

### **4.2 Sustainability Overview**

The term sustainability is most commonly defined as “meeting the needs of the present without compromising the ability of future generations to meet their own needs”. The concept of sustainability is frequently applied to the design and construction process because of the great impact the built environment often has on our natural environment. The collective effects of many individual design decisions can have a tremendous impact on the ability of local and regional ecosystems to function properly. By considering the environmental, economic, and social impacts of design options early in the process, however, informed decisions can be made that celebrate and enhance natural resources rather than destroy them.

The citizens and government of Virginia have recognized the need to protect and preserve natural resources, for economic, environmental, and social benefits. According to the US Census, the State’s population grew 15% between 1980-1989, and another 11% between 1990-1999. With this growth has come an increased need to protect land, air, and water resources, to ensure that future generations inherit a healthy and productive environment.

While growth can bring economic benefits to Culpeper County, it also has the potential to consume valuable land area and threaten otherwise clean air and water resources. Evidence of the impacts of Culpeper’s population growth is becoming apparent. In terms of land consumption, consider that the population of Culpeper County has grown by 20.8% between 1990-1999, almost twice the state average for the same years. Air quality throughout northern and central Virginia is compromised; a number of counties in proximity to Culpeper County have been recommended by the State of Virginia to be listed as ozone non-attainment areas under the Clean Air Act, and it is fully possible that Culpeper could be added to that list in the future. The Rappahannock River Basin is experiencing biological stress; in the western basin, problems include “impaired waters”, chronic erosion, siltation, and bank instability. All of these environmental

effects (land consumption, air pollution, and compromised water quality) are the cumulative impact of many independent decisions. They also carry economic and social burdens that are unnecessary and preventable.

#### **4.3 Site Selection Criteria**

As part of this study, Moseley Harris & McClintock has developed specific sustainability-related criteria assistance in evaluating alternative facility strategies. These criteria focus on the environmental, economic, and social impacts of each option.

1. **Growth Patterns** – The patterns in which we develop land dictate much about the future efficiencies of living and working in a particular area. It is important to consider what type of community fabric will be created by different development patterns, how members of a community will interact and do business, and how the government will extend public services to all members of that community.

2. **Occupant/User Access** – In deciding between placing the government facilities on a “greenfield” or an “urban infill” site, the ability of constituents to easily access government services is of high importance. Existing traffic and parking patterns, site circulation patterns, pedestrian and bicycle access, and the utilization of existing transportation facilities should be explored in order to determine which sites allows for greater accessibility.

3. **Solar Access** – Long-term energy costs are dependent, in great part, on the ability of a structure to utilize the free light and heat generated by the sun. In addition, the use of photovoltaics to produce clean renewable electricity is encouraged in Virginia through recently adopted net-metering legislation, whereby individual energy producers can “sell” excess electricity to their utility. Another benefit of good solar access is the ability to use daylight to enhance employee productivity. By identifying sites which allow a building to take maximum advantage of solar resources for passive solar heating, daylighting, and the possible integration of photovoltaics for onsite renewable energy generation, long term cost savings and environmental benefits can be realized.

4. **Topography** – Steep slopes are more susceptible to erosion and require more land disturbance than more moderately sloped sites. Very flat undeveloped lands are valuable as current and future agricultural resources, and should be protected accordingly. In addition, the natural topography of the land can be used to enhance the overall functioning of the building (examples include daylighting, energy efficiency, wind buffering, stormwater drainage, and views). Each option should be evaluated both for the impacts the site will have on the building, as well as the impacts the building will have on the site.

5. **Ground Water and Surface Water Runoff Characteristics** – An assessment of natural drainage capacity will allow for an informed decision regarding appropriate stormwater management techniques. Surface waters and wetland areas are very rich and diverse ecosystems, and should be protected. Groundwater protection is important in downstream situations, such as when it

feeds surface waters or when it is pumped out of the ground to be used as potable water. A review of economically- and environmentally-sound stormwater management options for each site should be conducted.

6. **Habitat and Vegetation** – A thorough understanding of the local ecosystems present will allow for appropriate habitat protection and restoration strategies on the site. If the information is available, the approximate location of endangered or threatened animal species should be considered. Similarly, mapping of individual trees (larger than 6-18" in diameter) can allow for the preservation of valuable tree stands. As with animal species, the approximate location of endangered or threatened plant species should be noted. Natural habitat in surrounding land parcels should be considered, as well, to prevent the fragmentation of wildlife corridors.

7. **Soil and Groundwater Testing** – Soil and water tests can identify the presence of chemical residues from past agricultural activities (examples include arsenic, pesticides, and lead), and/or past industrial activities (examples include heavy metals, carcinogenic compounds, and hydrocarbons). Water testing is important due to the possibility of contamination in areas where the native rock and substrata are radon bearing.

8. **Natural Hazard Potential** – Historic flood data, wind speed data, and subsidence data can indicate if the building has a significant chance of being impacted in the future.

9. **Visual Impact** –The visual impact of the Facilities on the surrounding environment can have a profound impact on the local landscape and how the community reacts to this project. Consideration should be given to how the design can best be integrated into and enhance the surrounding landscape. Buildings on greenfield sites often become a dominating force in the local viewshed, while urban infill buildings generally complement and enhance the local architectural fabric.

10. **Historical land uses** – Past human influences on the sites should be explored, as previous building "ruins" can provide useful information for current design efforts. Based on what is found, the history of the site can be celebrated in the new design.

The table below compares the use of the "greenfield" county-owned site on Route 666 to potential "urban infill" sites in the Town. The Town sites are the "Courthouse site", a potential location for a new District Courts facility in the northwest quadrant of the intersection of Cameron and West Streets, and the "Town Parking site", located in the western half of the block bounded by Main, Spencer, Cameron, and East Streets. (Refer to Section 5 for more discussion of how these sites might be utilized.)



| Criteria                            | Greenfield Site   | Urban Infill Sites  |
|-------------------------------------|---|---|
| <b>Growth Patterns</b>              | Development on large tracts of land away from the downtown or central business district is often referred to as “sprawl” – this type of development results in increased dependence on automobile use, it does not promote spontaneous human interaction, and is expensive to provide services to and maintain. | “Traditional development” patterns are generally characterized by densities that promote pedestrian activity and spontaneous human interaction. This development pattern is generally less expensive to service and maintain on a per capita basis than sprawling development patterns. |
| <b>Occupant/User Access</b>         | Generates substantial number of vehicle trips as site is primarily served by automobile access. Future opportunity to create bike lanes on Route 666 to the Town of Culpeper (currently a low priority facility in the Bike Route Plan).  | Generates some additional vehicle trips, but allows for trip bundling, and pedestrian and bicycle access, as well. Possibility exists to extend bike path in Yowell Meadow Park to serve these and other Town sites.  |
| <b>Solar Access</b>                 | Excellent   | Good  |
| <b>Topography</b>                   | Undisturbed site is valuable as current and future agricultural land. Pockets of low-lying land may have ecological importance.   | The Courthouse site has steep topography, while the Town Parking site has a moderate slope. Both sites are previously disturbed; neither site currently has significant ecological importance.  |
| <b>Water Runoff Characteristics</b> | Stormwater management could be controlled through a vegetated roof, cisterns, an on-site constructed wetland, or through conventional pipe conveyance. Care should be given to protect ponds on site.   | Stormwater management could be controlled through a vegetated roof, cisterns, or through conventional pipe conveyance. Care should be given to protect the water features in Yowell Meadow Park from overland runoff.   |
| <b>Habitat &amp; Vegetation</b>     | Grasslands, woodlands,  | No significant wildlife   |

|                                 |   |   |
|---------------------------------|---|---|
|                                 | and wetlands currently provide a diverse habitat for wildlife, and areas of significant tree stands exist on the county site. | habitat or vegetation present.  |
| <b>Soil and Groundwater</b>     | Agricultural land could have residues of pesticides in the soils. Soil testing recommended.                                   | Urban sites could have a history of industrial waste disposal. Soil testing recommended.  |
| <b>Natural Hazard Potential</b> | The County land is not located in a flood plain.  | Yowell Meadow Park is part of a local flood plain; the parking lot at the bottom of the Courthouse site is not in this flood plain, but is quite close.     |
| <b>Visual Impact</b>            | Building would stand out in the skyline, surrounded by natural landscape and recreational facilities.                         | Building would enhance the streetscape and increase the number of employees and citizens utilizing the central business district's many services and shops. |
| <b>Historical Land Uses</b>     | Agricultural  | Parking   |

#### 4.4 **Green Building Considerations**

Selecting an appropriate building site is an important first step in designing and constructing an environmentally friendly building. The discussion of the other primary green building considerations below provides a goal-setting framework that can reinforce Culpeper County's efforts to deliver environmentally, economically, and socially appropriate facilities to its citizens.

**Energy** – According to Department of Energy Studies, buildings in the United States consume more than one-third of our total energy, and about two-thirds of our national electricity. With increasingly volatile energy prices and growing numbers of environmental and human health problems traced back to electricity production, it is imperative that buildings are designed and constructed with energy efficiency as a primary goal. This approach will prove to save money over the life of the building, while reducing the pollution burdens on our communities.

The first step towards energy efficiency is designing a building footprint that is oriented to the sun's path, in order to make the best use of free and abundant solar resources. The building's envelope must be well insulated, and all mechanical equipment must operate at maximum efficiency. By employing strategies such as long-term measurement and verification, and building commissioning, building owners can be assured that their facilities are operating

at maximum efficiency and that they aren't wasting their money by wasting electricity.

A second energy consideration is the manner in which electricity is produced for a building in the first place. Photovoltaic technology has improved greatly over the last few decades. Building-integrated photovoltaics do double duty by producing clean, reliable electricity from the sun, while serving as part of the building's envelope. The state of Virginia is encouraging distributed electricity generation through their new "net-metering" provisions, whereby buildings that generate more electricity than they use can "sell" the surplus back to the utility, or draw electricity from the grid based on immediate need.

**Indoor Air Quality** – While doctors are linking the doubling of asthma rates since 1980 to bad indoor air, building science researchers are linking increased productivity and reduced absenteeism to good indoor air quality and abundant daylight. Research is finding that pollutant levels indoors are generally two to five times worse indoors than outdoors, due to a combination of poor ventilation and off-gassing from toxic building materials. Because Americans spend up to 90% of their time indoors, the US Environmental Protection Agency is now calling poor indoor air quality one of the top five environmental health risks of our time.

There are a number of strategies that can be employed during building design and construction to protect and enhance indoor quality. One of the easiest of these strategies is screening the building materials and furnishings that will be exposed to the interior spaces for known carcinogens and other toxins. Another strategy is increasing the ventilation effectiveness throughout the building and ventilating with maximum volumes of fresh air. There will be some energy-related tradeoffs associated with fresh air ventilation, but through an integrated design approach begun early in the design process, these obstacles are easily overcome.

**Water Consumption** – Although water is currently an inexpensive commodity, it has the potential to increase in value over the coming decades. Currently across the United States, Americans extract 3,700 billion more gallons of water annually than they return to natural water systems. Clearly, this rate of water extraction cannot continue for the long term.

Water efficiency measures can easily reduce the consumption of water in building-related applications by 20%-30%. Landscaping is one area that potable water use reduction is quite easy through high-efficiency irrigation systems and the use of captured stormwater. Stormwater, rather than potable water, can also be used for sewage conveyance inside the building. Similarly, low-flow plumbing fixtures are available that exceed the mandates of the Energy Policy Act of 1992. Many of these fixtures are priced competitively with higher water consumption models, and pay for themselves quickly through water and sewer bill reductions.

**Material Life Cycles** – The use of a material in a building represents only one third of that material's full life. The extraction and manufacture of materials can have profound environmental impacts, as can the ultimate disposal of that material.

Construction and demolition waste makes up about 25% of the solid waste stream in the United States. As landfills fill up, potential sites for new ones are limited due to the great water, air, and soil contamination that is associated with waste disposal.

The biggest impact we can make in terms of building materials is reusing existing infrastructure, such as buildings and roads, instead of building new. This approach can reduce the amount of materials that need to be manufactured while simultaneously reducing those materials' premature disposal in a landfill. When it is necessary to use new materials, it is a good idea to evaluate the source of those materials and the process that was used to manufacture those materials. Purchasing products that are made from recycled content can be as important environmentally and economically as recycling waste materials. Similarly, purchasing locally manufactured materials strengthens the local economy as well as reduces transportation-related pollution.

Designing and building an environmentally responsible high performance building does not have to cost substantially more than a conventional building. The most significant step is to integrate the entire team at the earliest possible opportunity, preferably during site selection, so that goals can be set from the beginning and adhered to throughout the process. Starting the environmental goal setting later in the process, unfortunately, limits opportunities and increases costs significantly. An early and firm commitment to sustainable design can be expected to result in long-term economic savings over the life of the building.

## **5. OPTIONS FOR MEETING FACILITY NEEDS**

### **5.1 Basis for Option Development**

Based on an evaluation of available space and land resources and potential alternative facility strategies, the following conclusions were reached in consultation with the County as the basis upon which facility options were developed.

- The existing Culpeper County Courthouse is in good condition and represents a substantial county investment. Its continued use for Circuit Court purposes makes sense in view of its location at the traditional site of the county Courthouse, and its existing courtroom infrastructure. Modifications for upgraded security will have to be made as well as mechanical and electrical improvements. Other alterations and reconfiguration of space will also be required. It should be noted, however, that the configuration of the existing building would not accommodate all aspects of a modern courthouse. Features such as completely separate circulation for the public, judges, and prisoners may be compromised to some degree by limitations inherent in the existing building.
- Leasing space is almost never the most cost effective long-term alternative for providing office space. Therefore, each option has indicated the Registrar and Criminal Justice Services moving out of their current leased space and into county-owned property. However, the recent move by the Department of Social Services into leased space dictates that they remain in their current location for some time. A possible future move for Social Services is suggested only in those options that include future construction of a new Human Services Building as part of a government center away from downtown Culpeper.
- Due to its age, relatively poor condition, the high cost of renovation, and the fact that its size is not a good “fit” for any county government components, the continued use of the old Social Services Building is not proposed in any option. The Administration Building and Administration Annex Building, however, are in much better condition and correspond more closely in area to the needs of certain functions. With some reallocation of space, these structures can continue to be used.
- Adaptive re-use of an existing building or buildings was considered. This approach has been successful in downtown Culpeper for a number of private sector enterprises, and has been an important factor in maintaining a viable and healthy downtown. It was concluded that this approach would probably not be as successful for county facilities. The courts require highly specialized spaces such as courtrooms and security areas that would be extremely difficult to effectively retrofit to existing structures that were originally designed for completely different uses.

While county office facilities could possibly be adapted more effectively than the courts, it would be difficult to find an appropriate building large enough to consolidate the office facilities in one location. Utilizing several contiguous buildings would pose obstacles to effective space layout, efficient circulation, and handicapped access. Using existing buildings would also have the effect of removing them from the tax rolls. While this might be unavoidable to some degree in any strategy, the approach of utilizing publicly owned land to the greatest degree feasible was considered to be a more advantageous approach.

- After viewing numerous potential building sites in the town of Culpeper, the western portion of the block bordered by Main, Spencer, East, and Cameron Streets was selected as a promising site for any future construction. It was selected for its size, proximity to existing government offices, and because a majority of the land is currently owned by the Town of Culpeper. A secondary site at the northwest corner of West and Cameron Streets was selected as an alternate site for a new courts building because of its proximity to the courthouse and because the County currently owns most of the land.

## **5.2 Alternative Options**

Building upon the foundation discussed above, four alternative options for meeting the county's 20-year space needs were developed and evaluated. Undoubtedly, any of these strategies would need to be implemented in phases in order to keep costs manageable and to provide for logical and efficient sequencing of the reallocation of existing space. There is no single phasing sequence that must be applied to any option, however each option is based on the assumption that the county would first build either the a new District Courts Building or a new County Office Building, which would then make it possible to renovate and reallocate existing space that would subsequently be vacated. The decision as to whether to first construct the Courts Building or the Office Building must be made by the county in accordance with priorities and goals that it establishes. This decision will of course also have an impact on how soon and in which buildings additional space can be made available for functions that will not be located in the new structures.

The options are discussed below, followed by detailed documentation of the various aspects of each one. The order in which components are described is not intended to suggest the priorities for construction that should be adopted by the county.

***Downtown Option A*** calls for the construction of a new 37,800 square foot District Courts Building on the east side of Main Street between Davis and Cameron streets. This three-story building would provide space for two dedicated J&DR courtrooms, a dedicated General District Courtroom, and another courtroom that would be shared by the two courts. It would also provide space for both the J&DR Court clerk, the General District Court Clerk, the J&DR Court Services Unit, and the Commonwealth's Attorney. The building would be entered from the Main Street side and parking would be provided by existing on street and off-

street spaces, as well as a new parking structure located behind the building to the east. The Circuit Court and Circuit Court Clerk would remain in the existing Courthouse, and Criminal Justice Services would be relocated there as well. The space would be altered to serve their needs. The building would be renovated to provide holding cells, other security features, and updated mechanical and electrical systems.

The Board of Supervisors, County Administrator, and County Attorney would remain in the existing Administration Building, while Economic Development would remain in the Administration Building Annex. The Voter Registrar would also be relocated to the Annex. The remaining general government functions would be housed in a new 36,600 square foot County Office Building located adjacent to the new District Courts Building. This three-story building would also be oriented to Main Street. Parking would be provided by existing on street and off street spaces, as well as the proposed new parking structure located behind the building.

The locations of the new District Courts and County Office Buildings could be reversed, however the locations proposed seem to make the most sense as far as the adjacency of related functions.

***Downtown Option B*** also proposes the construction of a new 37,800 square foot, three-story District Courts Building containing the same functions as in Option A. The new courts building would be located on the northwest corner of the intersection of West and Cameron Streets. Parking for both the new building and the existing courthouse would be provided by a new parking structure located on the site of the existing county parking lot on Blue Ridge Avenue. The existing Courthouse would be utilized exactly as in Option A.

A new 54,000 square foot County Office Building would be constructed to house all general government functions. This building would be located on the same Main Street site as the courts and office buildings in Option A. Parking would be provided by a new parking structure located behind the building to the east.

***The Combination County/Downtown Option*** also proposes a new 37,800 square foot, three-story District Courts Building. It would be built on the southeast corner of the intersection of Main and Spencer Streets. This location would allow the existing privately owned building on Main Street immediately to the south of the site to remain. Parking for the new courts building would be provided by existing on street and off street spaces as well as a new parking structure located behind the building to the east.

All general government functions would be relocated to a new County Office Building on the County owned property on Route 666. This two story, 50,000 square foot building would be located adjacent to the proposed recreation fields to take advantage of shared parking facilities. Since the recreation fields would primarily be used during the evenings and on weekends, the parking lot would be available for use during the weekdays for the office building.

A two story, 34,000 square foot Human Services Building is also suggested as part of the long-term use of the county site. This would consolidate human services functions that are currently spread out around the county.

**The County Site Option** would relocate General Government functions and the District Courts to the county owned property on Route 666. As with other options, the existing Courthouse would be renovated and used by the Circuit Court, Circuit Court Clerk, and Criminal Justice Services. A 37,000 square foot, two story, building would be constructed on the county site to house the District Court functions (the same functions proposed for the various new courts building options on the town sites). This building would be located near proposed new County Office and Human Services Buildings similar to those described in the Combination Downtown/County Option. As described above, the County Office Building and the Human Services Building would share parking resources with the recreation fields. An additional 200-space parking lot would be located next to the new courts building.

On the following pages, various aspects of the four alternative options are documented. The county's leaders should carefully evaluate all of this information as they make a decision about how to provide the best facilities to house the county government, and courts. The following information is provided for each option:

- A summary of **Advantages and Disadvantages** is included for each option. Some of these issues apply to all options. Many of the issues they address are complex, and they should be carefully considered when evaluating each option.
- **Preliminary Budget Estimates** show the projected cost, in current dollars, for each option. The Preliminary Budget Estimates were based on the study team's experience with or research of similar projects. Property acquisition allowances, where applicable, reflect the assessed value from county records. All estimates should be considered preliminary and subject to refinement and adjustment based on more detailed design and future construction market conditions.
- **Drawings** illustrating conceptual site plans, as well as floor plans of proposed space allocations for the existing Courthouse, Administration Building, and Administration Annex Building.

Following this information, there is a discussion of sustainability issues, i.e., the impact on the environment associated with each option.

As these alternatives are considered, it should be clearly understood that the ultimate viability of the options that would maintain some or all county facilities in downtown Culpeper is, to a great degree, dependent on solutions to problems that are beyond the control of the county, and which require action on the part of the Town of Culpeper. Chief among these is the need for a remedy to the severe traffic congestion on Main Street. If no measures are taken by the Town of Culpeper to provide adequate relief for this problem, continuing population



growth will no doubt worsen the situation significantly and make it extremely difficult and inconvenient to access county facilities located downtown. A related problem is the need to take measures to make it safe for pedestrians to cross Main Street in view of the heavy traffic. A comprehensive parking study of the downtown area is also recommended in order to determine both parking demand and availability, as well as to investigate possible cooperative parking arrangements. This is important so the county can be confident that the scope and cost of any parking facilities that may be proposed in order to maintain its facilities downtown are in fact justified.

## **DOWNTOWN OPTION A**

### **Advantages:**

- The existing Courthouse remains at its traditional site, and local government functions remain in their traditional, familiar downtown location.
- Locating government functions near many businesses can enhance convenience for citizens by allowing them to combine trips.
- Keeping all government functions downtown can have a positive impact on the downtown economy.
- There is minimal negative impact on the environment compared with options utilizing the “greenfield” county site. (Refer to the discussion on sustainability issues at the end of this section.)
- The new government buildings can implement further positive change to the streetscape of the historic district, and fill a significant gap in the street wall along Main Street.
- General Government functions are moved nearer to one another relative to their current locations, increasing convenience for staff and citizens.

### **Disadvantages:**

- The General Government functions remain fragmented in multiple buildings.
- Further expansion (beyond 20 years) will be more difficult and expensive than for buildings located on the county site.
- Unless addressed with a comprehensive management plan, the traffic problems in downtown Culpeper will almost certainly continue to worsen in the future, especially if all local government functions remain there. Requiring pedestrians to cross Main Street during busy periods can be dangerous due to the heavy traffic.
- The location of the proposed parking structure may be objectionable to some downtown area residents.
- Acquisition of private property is required and existing businesses will be displaced.
- More costly than utilizing the County site due to the cost of the parking structure.

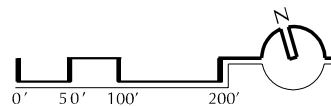


 EXISTING COUNTY OWNED BUILDING

 EXISTING LEASED BUILDING

 PROPOSED NEW BUILDING

 OUTLINE OF HISTORIC DISTRICT



## DOWNTOWN OPTION A

### COUNTY SPACE NEEDS ASSESSMENT & FACILITIES MASTER PLAN CULPEPER COUNTY, VIRGINIA

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JGILES

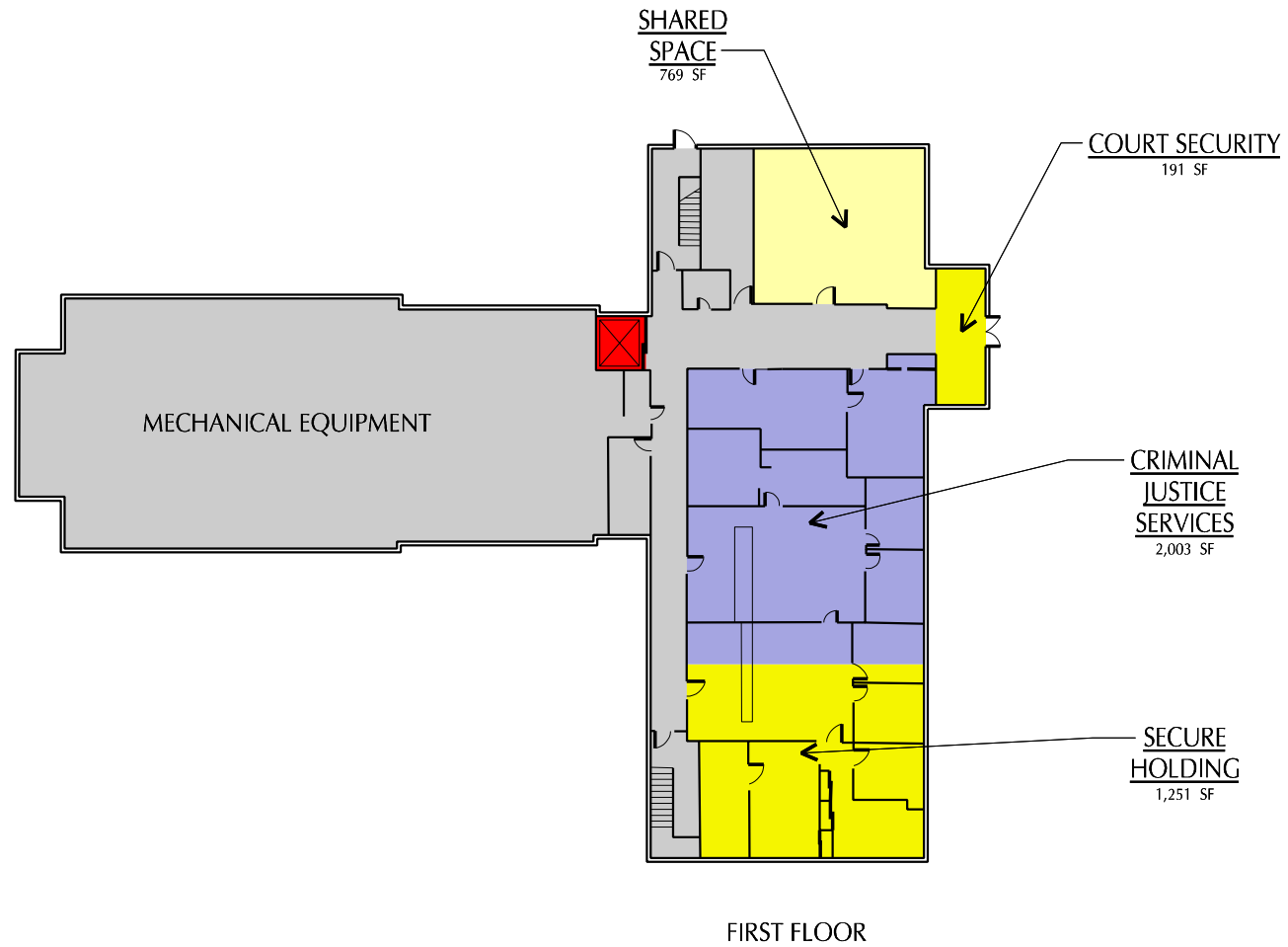
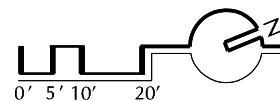


DIAGRAM INDICATES PROPOSED SPACE ALLOCATIONS AND RELATIONSHIPS ONLY. SOME RENOVATION AND RECONFIGURATION OF INTERIOR WALLS WILL BE NECESSARY.



## ALL OPTIONS COURTHOUSE PROPOSED SPACE ALLOCATION

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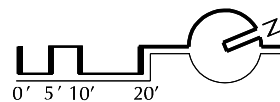
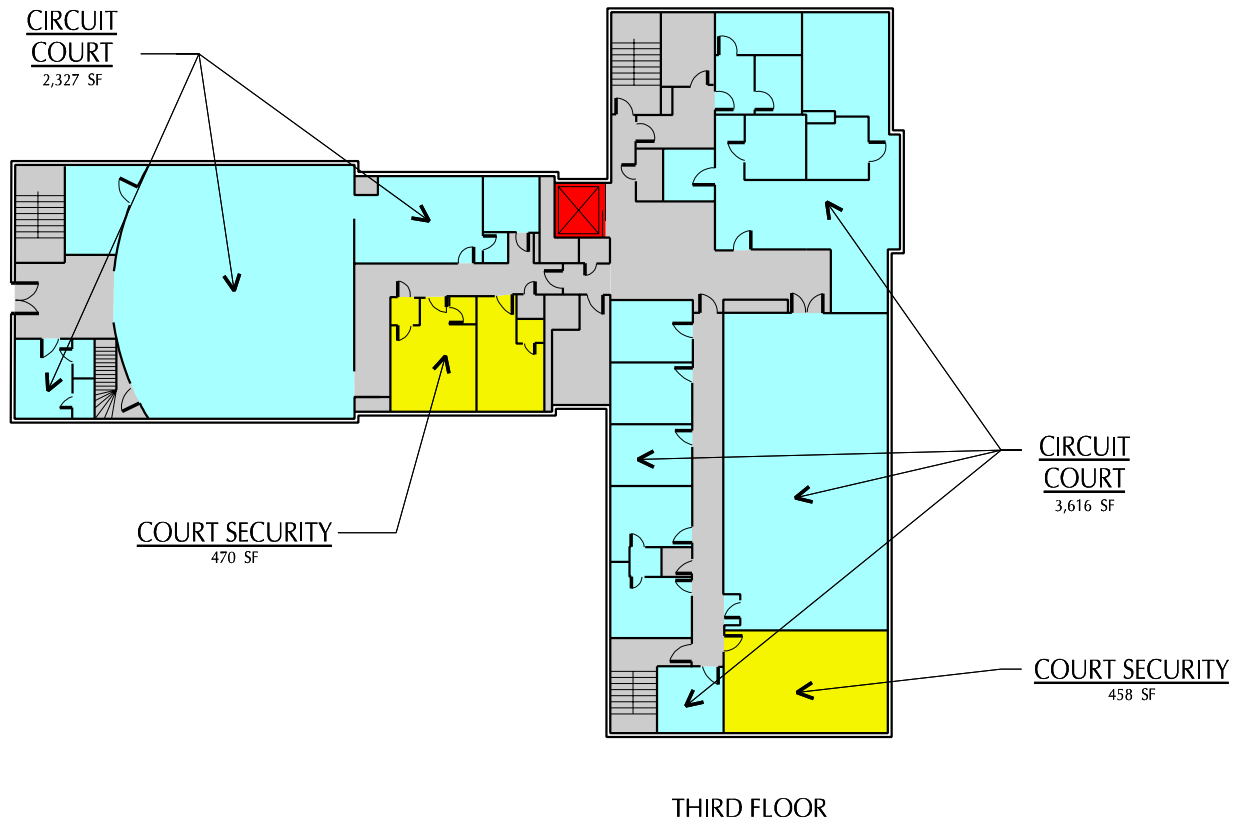
A diagram showing a stepped profile. The horizontal axis is marked with dimensions 0', 5', 10', and 20'. The profile starts at 0', has a step up at 5', a step down at 10', and a final step up at 20'. To the right of the 20' mark is a circular feature with a Z-axis arrow pointing into it.

## PROPOSED SPACE ALLOCATION

ALL OPTIONS  
COURTHOUSE

DATE: 11/11/2021  
DRAWN BY: J. HARRIS  
CHECKED BY: J. HARRIS  
PROJECT: 2021-001

DIAGRAM INDICATES PROPOSED SPACE ALLOCATIONS AND RELATIONSHIPS ONLY. SOME RENOVATION AND RECONFIGURATION OF INTERIOR WALLS WILL BE NECESSARY.

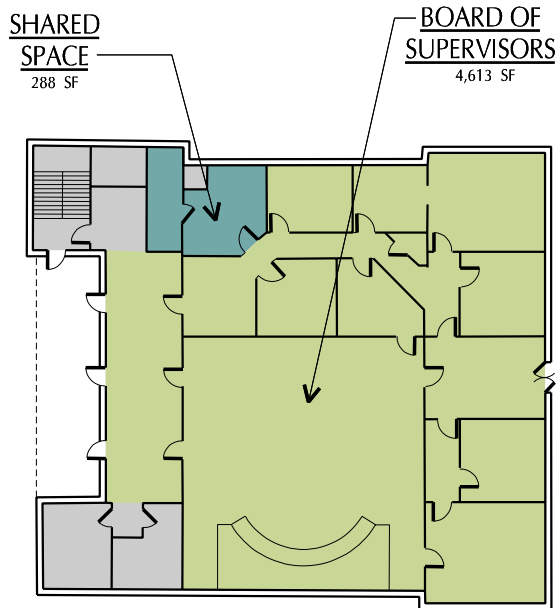


## ALL OPTIONS COURTHOUSE PROPOSED SPACE ALLOCATION

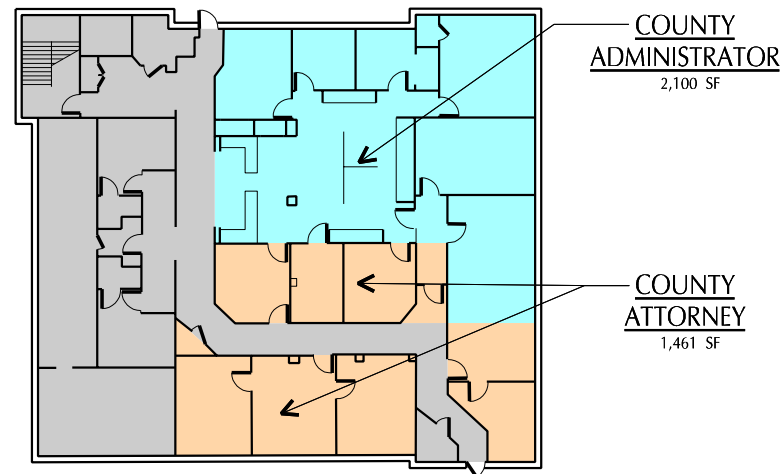
DATE: 11/11/2021  
DRAWN BY: J. HARRIS  
CHECKED BY: J. HARRIS  
PROJECT: 2021-001

COUNTY SPACE NEEDS ASSESSMENT  
& FACILITIES MASTER PLAN  
VIRGINIA  
CULPEPER COUNTY,

MOSELEY  
HARRIS &  
MCCLINTOCK  
ARCHITECTURE  
PLANNING  
INTERIOR DESIGN  
CONSTRUCTION SERVICES  
10000 WOODBURN AVENUE, SUITE 100  
BIRMINGHAM, ALABAMA 35243  
TEL: 205.998.1100  
WWW.MHMCCLINTOCK.COM



SECOND FLOOR



FIRST FLOOR

# OPTION A COUNTY ADMINISTRATION BUILDING PROPOSED SPACE ALLOCATION

DIAGRAM INDICATES PROPOSED SPACE ALLOCATIONS AND RELATIONSHIPS ONLY. SOME RENOVATION AND RECONFIGURATION OF INTERIOR WALLS WILL BE NECESSARY.

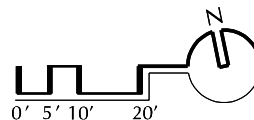
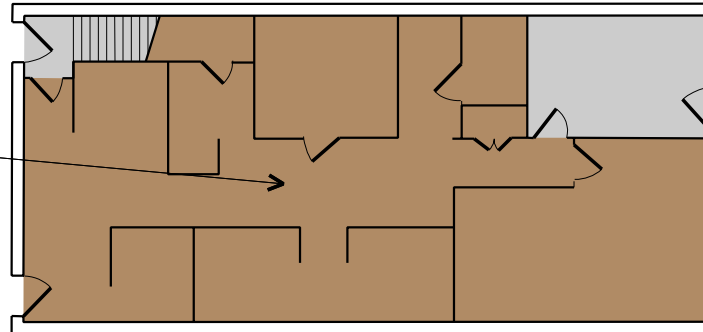


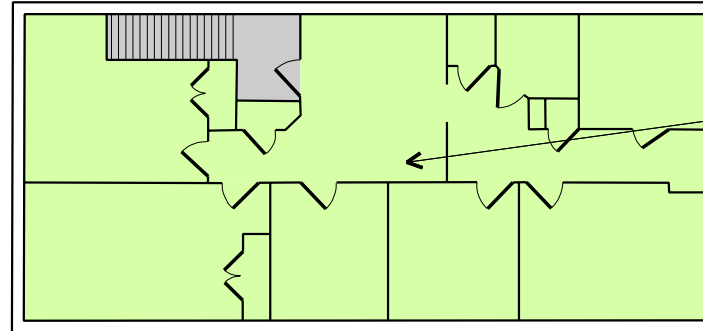
DIAGRAM INDICATES PROPOSED SPACE ALLOCATIONS AND RELATIONSHIPS ONLY. SOME RENOVATION AND RECONFIGURATION OF INTERIOR WALLS WILL BE NECESSARY.

VOTER  
REGISTRAR  
1,288 SF



FIRST FLOOR

ECONOMIC  
DEVELOPMENT  
1,410 SF



SECOND FLOOR

OPTION A  
COUNTY ADMINISTRATION  
BUILDING - ANNEX  
PROPOSED SPACE ALLOCATION



**Downtown Option A Preliminary Budget Estimate**

|   |                      |
|---|----------------------|
| New District Courts Building                    | \$ 8,230,000         |
| New County Office Building                      | \$ 6,044,000         |
| 5 Level Parking Deck (350 spaces)               | \$ 4,544,000         |
| Circuit Court Building Renovation               | \$ 2,025,000         |
| County Administration Annex Building Renovation | \$ 174,000           |
| County Administration Building Renovation       | \$ 507,000           |
| <hr/>   |                      |
| <b>Total</b>                                    | <b>\$ 21,524,000</b> |

For a detailed breakdown of each line item, refer to appendix D.

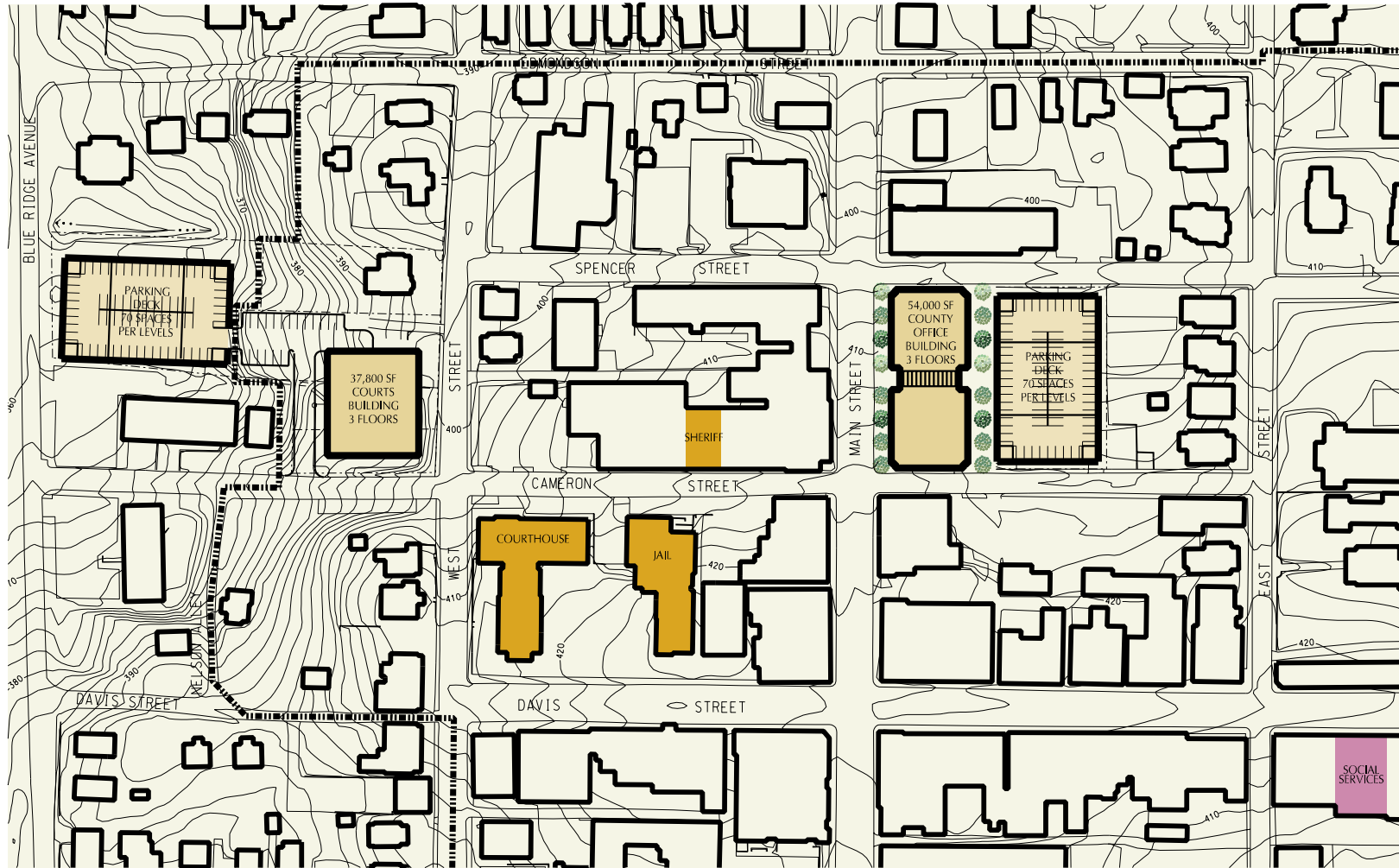
## **DOWNTOWN OPTION B**

### **Advantages:**

- The existing Courthouse remains at its traditional site, and local government functions remain in their traditional, familiar downtown location.
- Locating government functions near many businesses can enhance convenience for citizens by allowing them to combine trips.
- Keeping all government functions downtown can have a positive impact on the downtown economy.
- There is minimal negative impact on the environment compared with options utilizing the “greenfield” county site. (Refer to the discussion on sustainability issues at the end of this section.)
- The new County Office Building can implement further positive change to the streetscape of the historic district, and fill a significant gap in the street wall along Main Street. Compared to Downtown Option A, the proposed Main Street site can have more green/open space.
- General Government functions are all consolidated in one building, increasing convenience for staff and citizens, and reducing building operating and maintenance costs for the County.
- General Government functions are all grouped on one side of Main Street, and Courts are all grouped on the other. This greatly reduces the need for staff and citizens to cross the busy street.
- Court functions are all grouped near the existing Courthouse, offering greater convenience for staff and citizens compared to any of the other options, and minimizing prisoner transport problems and costs for the Sheriff’s Department.

### **Disadvantages:**

- The scale of the proposed new District Courts Building may be considered inappropriate for its primarily residential surroundings and there may be public objection to the building’s location as a result.
- Further expansion (beyond 20 years) will be more difficult and expensive than for buildings located on the county site.
- Unless addressed with a comprehensive management plan, the traffic problems in downtown Culpeper will almost certainly continue to worsen in the future, especially if all local government functions remain there.
- The proposed parking structures may be objectionable to some downtown area residents.
- Acquisition of private property is required and existing residents and businesses will be displaced.



## DOWNTOWN OPTION B

### COUNTY SPACE NEEDS ASSESSMENT & FACILITIES MASTER PLAN CULPEPER COUNTY, VIRGINIA

**Downtown Option B Preliminary Budget Estimate**

|  |                      |
|--|----------------------|
| New District Courts Building                             | \$ 8,086,000         |
| New County Office Building                               | \$ 9,326,000         |
| 3 Level Courts Parking Deck (210 spaces)                 | \$ 2,729,000         |
| 4 Level County Office Building Parking Deck (280 spaces) | \$ 3,626,000         |
| Circuit Court Building Renovation                        | \$ 2,025,000         |
| <hr/>  |                      |
| <b>Total</b>   | <b>\$ 25,792,000</b> |

For a detailed breakdown of each line item, refer to appendix D.

## **COMBINATION COUNTY/DOWNTOWN OPTION**

### **Advantages:**

- The existing Courthouse remains at its traditional site, and all court functions remain relatively close to one another.
- The new District Court Building can implement further positive change to the streetscape of the historic district, and fill a significant gap in the street wall along Main Street.
- All General Government functions will be consolidated into one building, providing convenience for staff and citizens.
- Further expansion (beyond 20 years) of the new District Courts Building will be easier than in other downtown options. Further expansion at the county site can be easily accomplished
- The new buildings on the county site will share parking facilities with the recreation fields. This will reduce the overall cost of the parking to the County.

### **Disadvantages:**

- The location of the proposed parking structure may be objectionable to some downtown area residents.
- The location of General Government functions on the county site will require citizens to make a special trip there to do business with the county.
- Separating General Government from the courts may create some inconvenience for citizens and staff, and some confusion among citizens.
- The county site will be accessible only by car, potentially creating difficulty for some citizens.
- There is more negative impact on the environment compared with the Downtown Options. (Refer to the discussion on sustainability issues at the end of this section.)
- Moving county government functions to the county site could have a negative impact on the economy of downtown Culpeper.
- Some property acquisition is required (all currently owned by the Town of Culpeper).

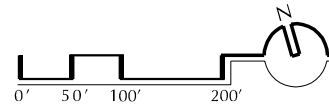


EXISTING COUNTY OWNED BUILDING

EXISTING LEASED BUILDING

PROPOSED NEW BUILDING

OUTLINE OF HISTORIC DISTRICT

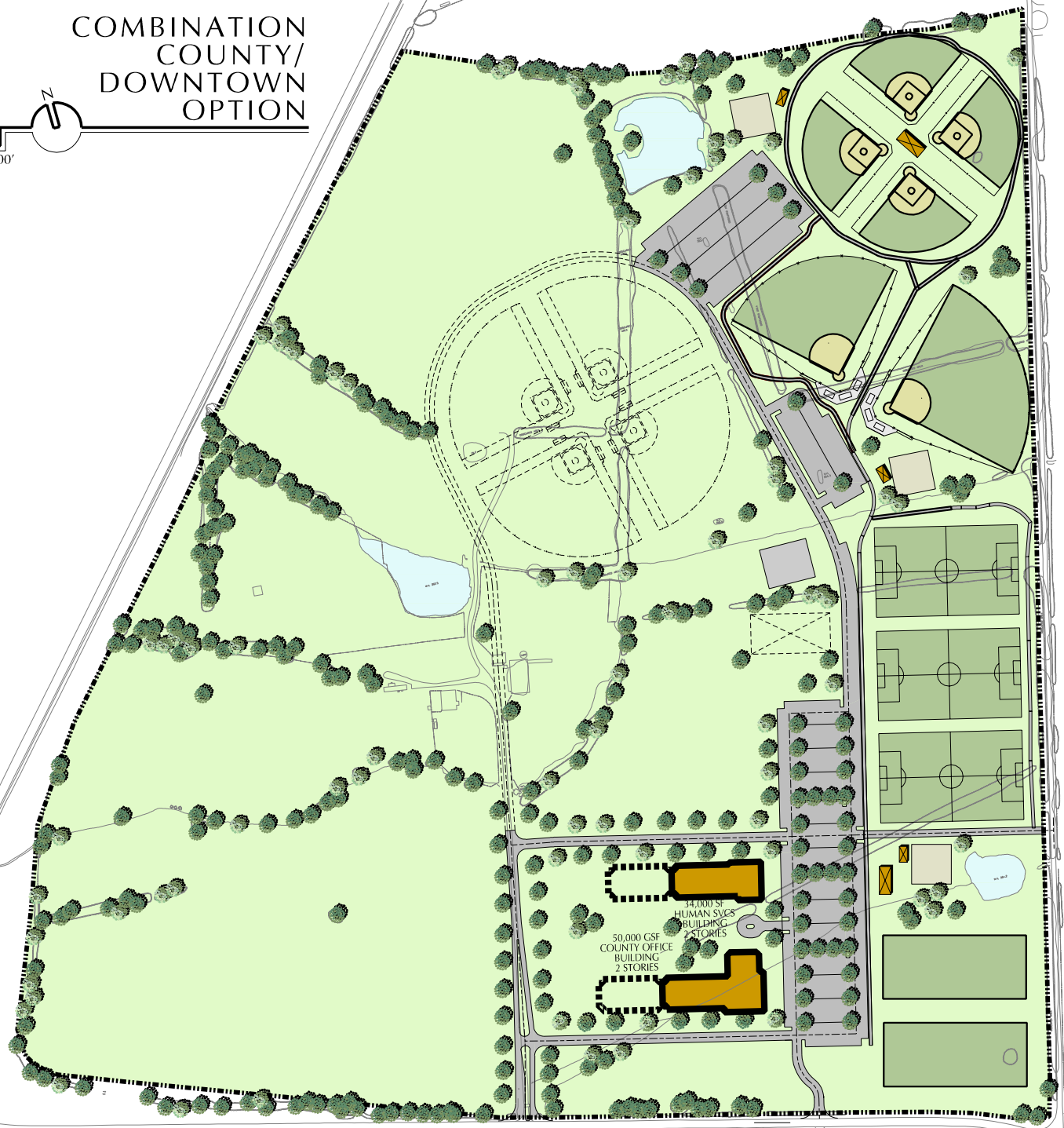
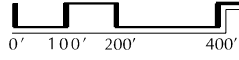


## COMBINATION COUNTY/DOWNTOWN OPTION

### COUNTY SPACE NEEDS ASSESSMENT & FACILITIES MASTER PLAN CULPEPER COUNTY, VIRGINIA

STATION: 40  
COURT  
DATE: 10 JUL 2001  
BY: [Signature]  
SCALE: 1" = 100'  
SHEET: 100  
TOTAL: 100

MOSELEY  
HARRIS &  
MCCLINTOCK  
ARCHITECTURE  
ENGINEERING  
INTERIOR DESIGN  
CONSTRUCTION SERVICES  
80 HAZARD, VIRGINIA 22009  
TEL: 540-945-1234  
FAX: 540-945-1235  
WWW.MOSELEYHARRISMCCLINTOCK.COM



COMMISSION NO:  
400801  
DATE:  
19 JUL 2001  
REVIEWS:  
ORIGIN BY:  
JOC  
REVIEWED BY:  
JLM

**COUNTY SPACE NEEDS ASSESSMENT  
& FACILITIES MASTER PLAN**

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CULPEPER COUNTY, VIRGINIA



MOSELEY  
&  
HARRIS  
McCLINTOCK

**ARCHITECTURE  
ENGINEERING  
PLANNING**  
**INTERIOR DESIGN  
CONSTRUCTION SERVICES**  
601 SOUTHLAKE BOULEVARD  
RICHMOND, VIRGINIA 23236  
phone (804) 794-7555 fax (804) 379-8660  
<http://www.mhmararchitects.com/>

**Combination County/Downtown Option Preliminary Budget Estimate**

|                                   |                      |
|-----------------------------------|----------------------|
| New District Courts Building      | \$ 8,230,000         |
| New County Office Building        | \$ 8,350,000         |
| 3 Level Parking Deck (210 spaces) | \$ 2,729,000         |
| Circuit Court Building Renovation | \$ 2,025,000         |
| <hr/>                             |                      |
| <b>Total</b>                      | <b>\$ 21,334,000</b> |
| New Human Services Building       | \$ 5,996,000         |
| <hr/>                             |                      |
| <b>Total</b>                      | <b>\$ 27,330,000</b> |

For a detailed breakdown of each line item, refer to appendix D.



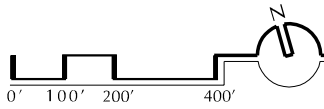
## **COUNTY SITE OPTION**

### **Advantages:**

- The existing Courthouse remains at its traditional site, although many court functions are removed from downtown.
- All General Government functions will be consolidated into one building, providing convenience for staff and citizens.
- Further expansion (beyond 20 years) will be easier than in other options.
- The new buildings on the county site will share parking facilities with the recreation fields. This will reduce the overall cost of parking to the County.
- No property acquisition is required.
- This option has the lowest total cost of all of the options (not including the cost of the Human services Building, which is not included in Downtown options A and B).

### **Disadvantages:**

- This option will remove the most people from downtown and most likely have the greatest negative economic impact on the downtown area.
- This option has the most negative impact on the environment of any of the options. (Refer to the discussion on sustainability issues at the end of this section).
- Separating the court functions will complicate prisoner transport by the sheriff's department and increase its cost. It will also create inconvenience for the Commonwealth's Attorney's staff and other court staff, and lead to confusion among citizens.
- The location of General Government functions on the county site will require citizens to make a special trip there to do business with the county.
- The county site will be accessible only by car, potentially creating difficulty for some citizens.



# COUNTY SITE OPTION



37,000 GSF  
DISTRICT COURTS  
BUILDING  
2 STORIES

34,000 SF  
HUMAN SVCS  
BUILDING  
2 STORIES

50,000 GSF  
COUNTY OFFICE  
BUILDING  
2 STORIES

DATE: 9 JUL 2001  
BY: [signature]  
CHECKED: [signature]  
DATE: 9 JUL 2001

## COUNTY SPACE NEEDS ASSESSMENT & FACILITIES MASTER PLAN

CULPEPER COUNTY, VIRGINIA

**MOSELEY**  
ARCHITECTURE  
ENGINEERING  
INTERIOR DESIGN  
CONSTRUCTION SERVICES  
1000 W. MAIN ST. SUITE 200  
FARMINGTON, VT 05401  
TEL: 802.253.6600  
WWW.MOSELEYARCHITECT.COM

**County Site Option Preliminary Budget Estimate**

|                                   |                      |
|-----------------------------------|----------------------|
| New District Courts Building      | \$ 8,418,000         |
| New County Office Building        | \$ 8,350,000         |
| Circuit Court Building Renovation | \$ 2,025,000         |
| <b>Total</b>                      | <b>\$ 18,793,000</b> |
| New Human Services Building       | \$ 5,996,000         |
| <b>Total</b>                      | <b>\$ 24,789,000</b> |

For a detailed breakdown of each line item, refer to appendix D.

### 5.3 SUSTAINABILITY ISSUES FOR EACH OPTION

#### Downtown Options A and B:

|   |        |             |
|---|--------|-------------|
| New impervious surface area:                | 0      | Square Feet |
| Total land consumed for buildings:          | 24,600 | Square Feet |
| Total additional land consumed for parking: | 0      | Square Feet |
| Total land consumed for new roadways:       | 0      | Square Feet |

These options meet the majority of the environmental, economic, and social sustainability criteria, and are recommended as the “most sustainable” of the options.

By locating the facilities in the downtown area, the County is not only able to utilize existing infrastructure, but can also contribute to the strength of the local economy by concentrating employees and constituents in proximity to local businesses. Facility users will be afforded personal choice in the transportation mode they use to access downtown facilities, and will also be able to combine errands to multiple downtown destinations within one vehicle trip. In addition, keeping all of the government facilities within walking distance of each other can promote inter-office communication and collaborative problem-solving. None of the proposed downtown sites exhibits significant ecological value, and the new government facilities can be designed to improve the overall streetscapes and to encourage pedestrian activity in the downtown area.

Because the downtown sites are elongated in a north-south orientation, creative solutions may need to be developed to provide ample daylight in the interior building spaces. Sensitivity will also need to be shown to stormwater runoff in general, and specifically in regard to the Courthouse site’s proximity to the flood plain in Yowell Meadow Park.

The primary concern with locating the government facilities within the Town of Culpeper, however, is the amount of vehicular traffic on Main Street. Main Street is already heavily congested, and continued growth in the Town and County has the potential to make this situation worse. This raises serious concerns that County citizens would ultimately experience great difficulty and frustration in accessing a new facility placed on Main Street unless measures to deal effectively with the growing traffic problem are implemented. These measures are, to a large degree, beyond the County’s control and could include road and street improvements in and around the Town, extensive traffic calming on Main Street (using physical devices that alter the geometry of the street to make it safer for and more inviting to pedestrians), and/or providing a free and frequent shuttle service from one end of town to the other to encourage visitors to leave cars at the periphery. The County could consider expanding its business hours and staggering the times that employees are expected to report to work. It is highly recommended that the appropriate stakeholders in this decision

commission a detailed parking and traffic study in order to develop a solution that ensures citizen access to the facility, while also ensuring that citizen access does not become secondary to vehicular access. The County government should only move forward with this option once they have reasonable assurance that the appropriate stakeholders are committed to working together to solve the downtown parking and traffic problem, as well as other livability issues that may yet be identified.

**Combination County/Downtown Option:**

|   |        |             |
|---|--------|-------------|
| New impervious surface area:                | 82,000 | Square Feet |
| Total land consumed for buildings:          | 37,500 | Square Feet |
| Total additional land consumed for parking: | 42,000 | Square Feet |
| Total land consumed for new roadways:       | 15,000 | Square Feet |

This option allows the County courts to maintain a presence in downtown Culpeper, while moving other services out to the County site. This approach requires the construction of new infrastructure in the County and will result in the destruction of land with ecological significance, but, because the courts will remain in a pedestrian environment, it will not promote quite the automobile dependence that the County Site Option is likely to foster. This option is more “sustainable” than the County Site Option, although it is less-so than the downtown options.

If the new facilities were located on the County site, however, there would be greater flexibility in the shape and orientation of the building(s), which could contribute to the use of abundant daylight and fresh air ventilation in the office spaces. Proper solar orientation could also lend itself to using a building integrated photovoltaic array for on-site clean, renewable energy generation. Stormwater could be managed on the County site through a wider variety of approaches, including the use of bioswales and constructed wetlands. The relatively flat topography of the County site will result in less site work than in some of the downtown sites.

While building the government facilities on the County site will initially be more convenient to vehicular access, it will also generate additional development in the surrounding area, which will, in turn, generate a substantial amount of additional vehicular traffic. Moreover, it will remove a substantial number of employees and others doing business in County facilities from the central business district. The flat and open topography of the County site also means that any building construction on it will become a prominent feature in the local viewshed. Stakeholders in this decision will need to carefully consider the tradeoffs between vehicular convenience and the long-term livability of both the Town and the County. Stakeholders will also need to consider what type of development might occur on the County site, should the government facilities remain in Town; if a flyover is built at the Route 29/Route 666 intersection, the County site will likely find itself under pressure for industrial development.

Since the County site has been valuable in the past as agricultural land, the soils and groundwater on the site may have been exposed to toxic pesticides, herbicides, and fertilizers. In addition, consideration should be given to the amount of agricultural land that is developed countywide, as the value of these lands may rise in the future when less and less agricultural land is available for crop production.

**County Site Option:**

|   |         |             |
|---|---------|-------------|
| New impervious surface area:                | 184,500 | Square Feet |
| Total land consumed for buildings:          | 43,500  | Square Feet |
| Total additional land consumed for parking: | 126,000 | Square Feet |
| Total land consumed for new roadways:       | 15,000  | Square Feet |

This option concentrates government functions on the County site, but it separates the different court functions from each other. Because it removes the greatest number of employees and citizens from the central business district, requires the construction of additional infrastructure in the County, and implies long term dependence on the automobile (especially by the Sheriff's department), this is not recommended as a "sustainable solution" to the County's space needs.

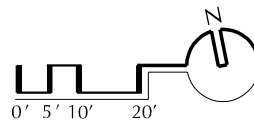
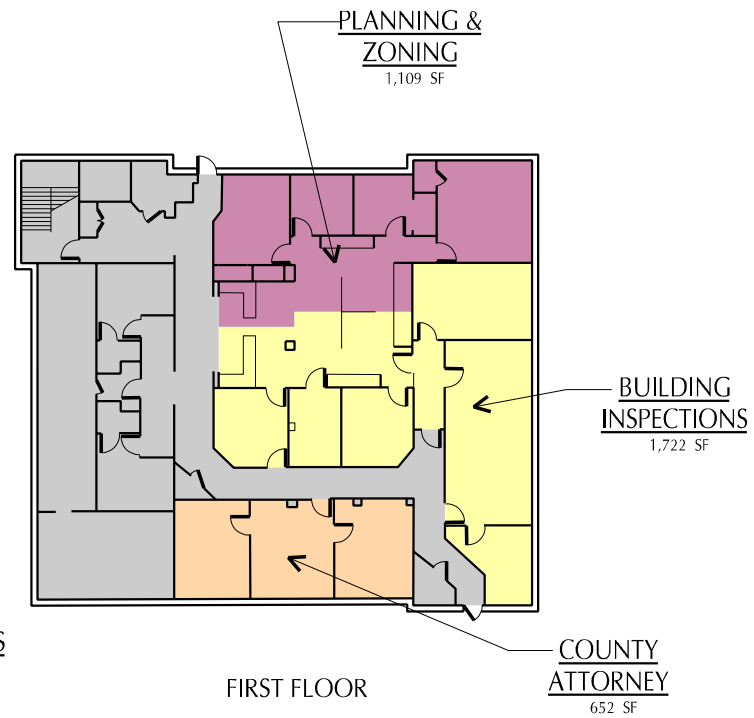
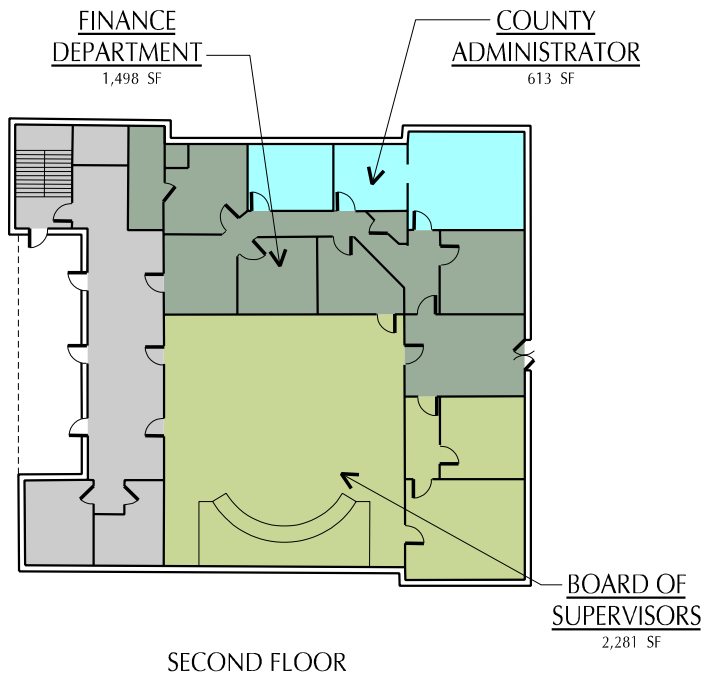
# **APPENDICES**

# **Appendix A**

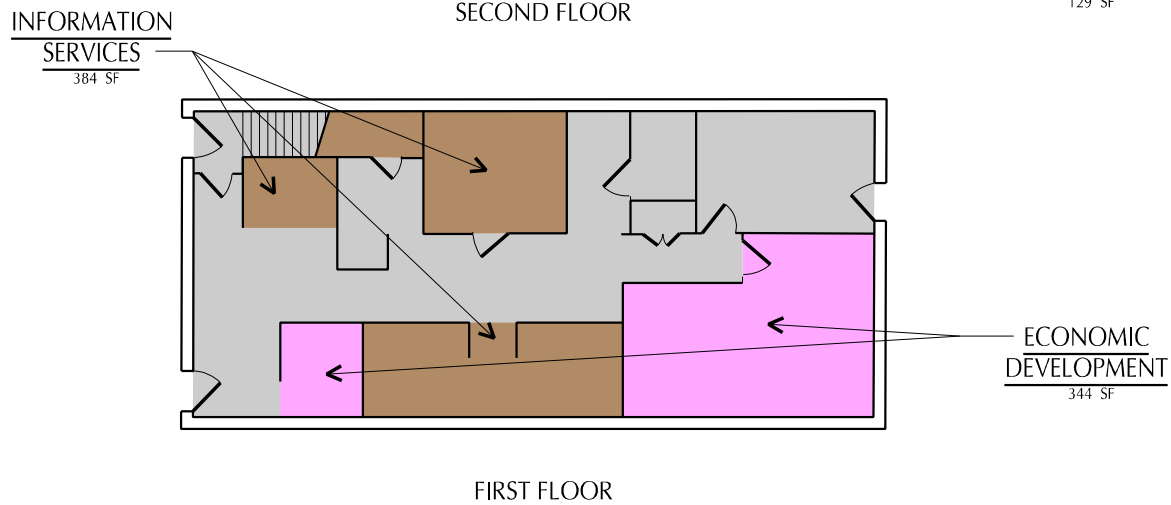
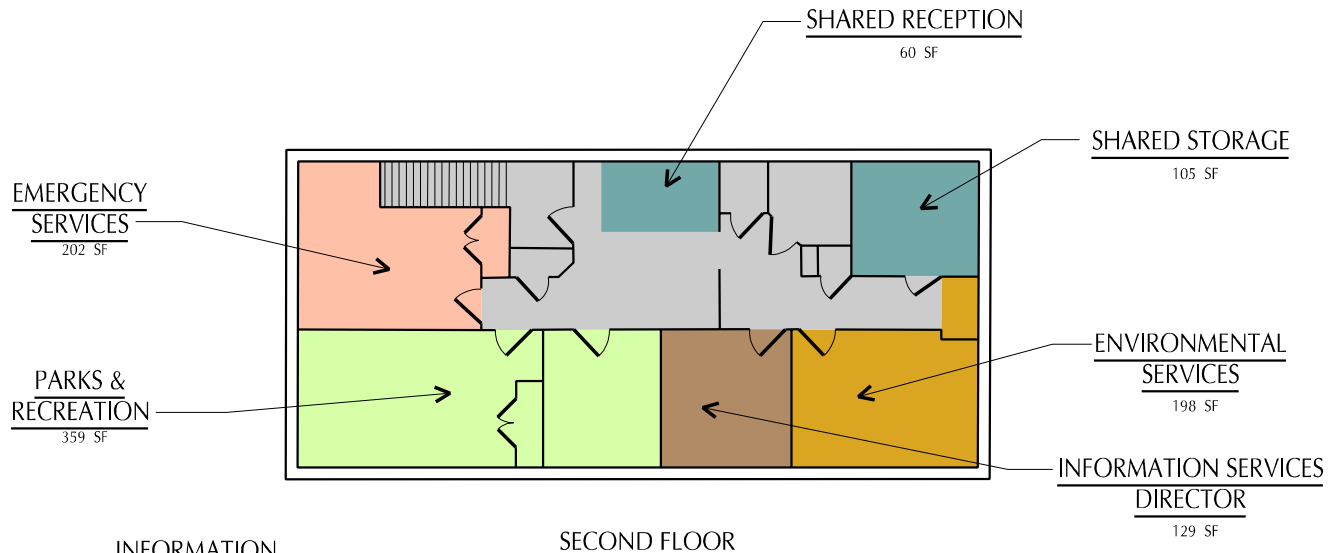
## **Existing Space Allocation Plans**



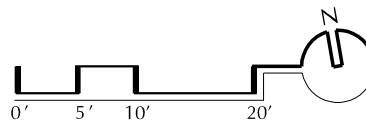


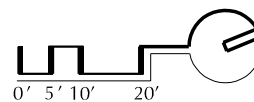
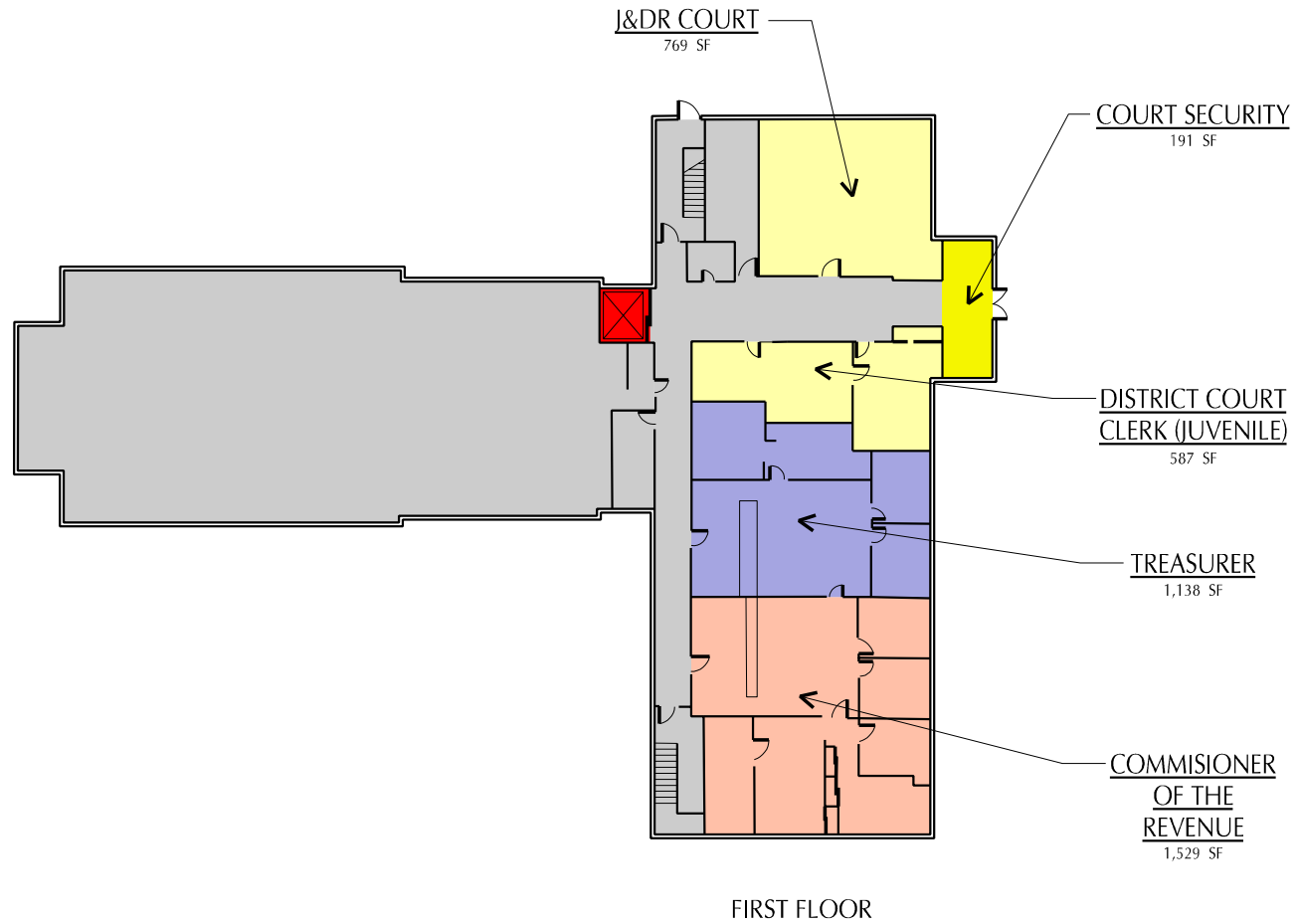


# COUNTY ADMINISTRATION BUILDING CURRENT SPACE ALLOCATION



# COUNTY ADMINISTRATION BUILDING - ANNEX CURRENT SPACE ALLOCATION



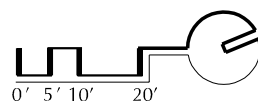


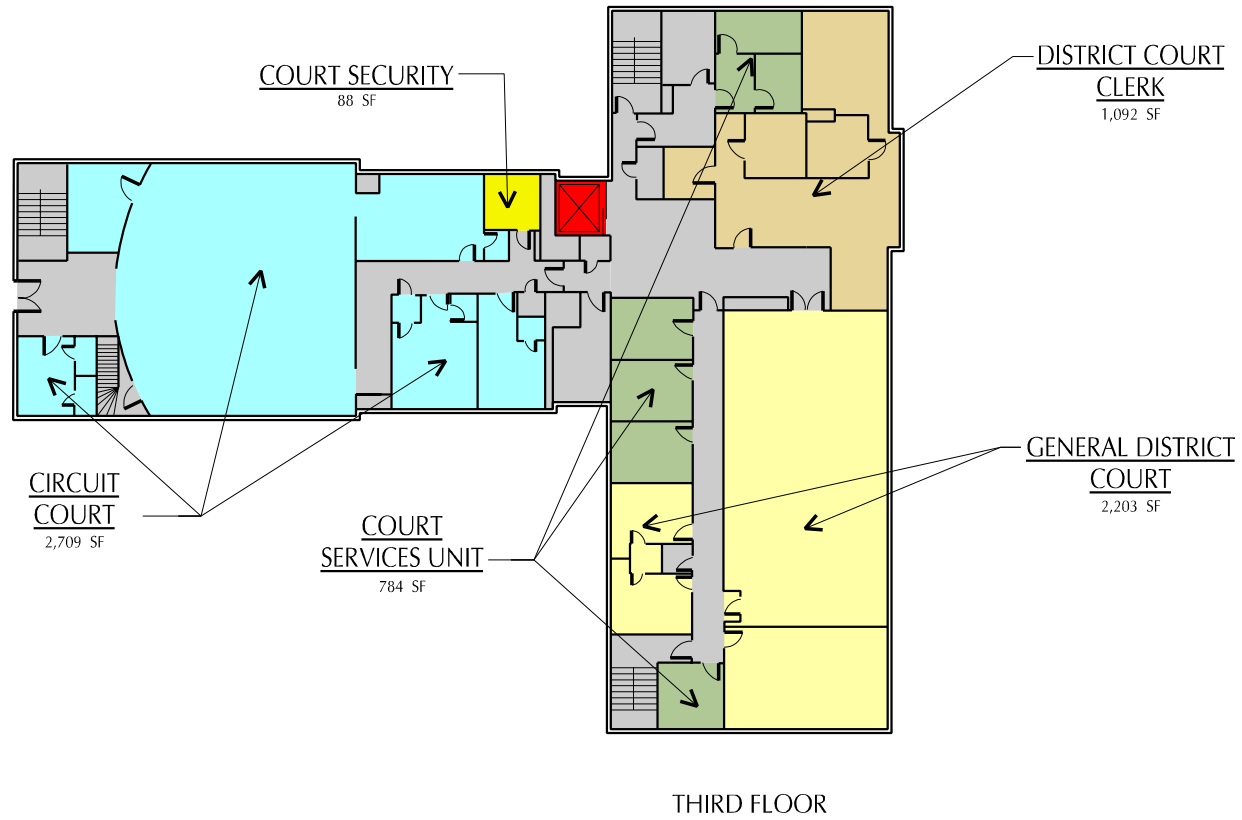
# COURTHOUSE CURRENT SPACE ALLOCATION

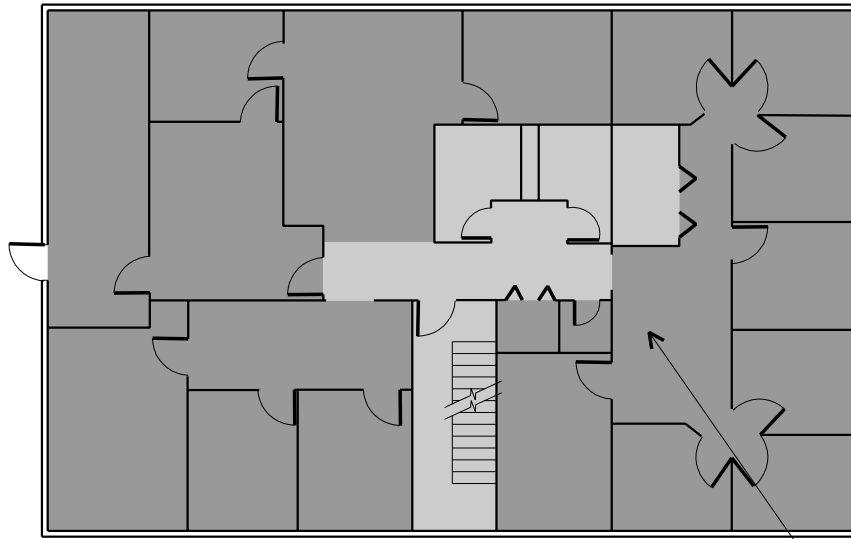
|                  |             |
|------------------|-------------|
| CONSTRUCTION NO. |             |
| DATE             | 10 JUL 2020 |
| DESIGNED BY      |             |
| CHECKED BY       |             |
| DATE             |             |



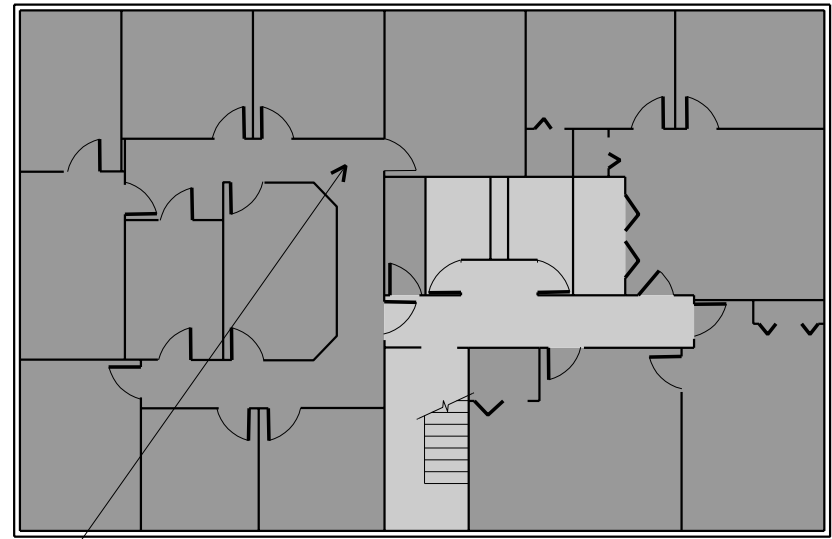
## CURRENT SPACE ALLOCATION





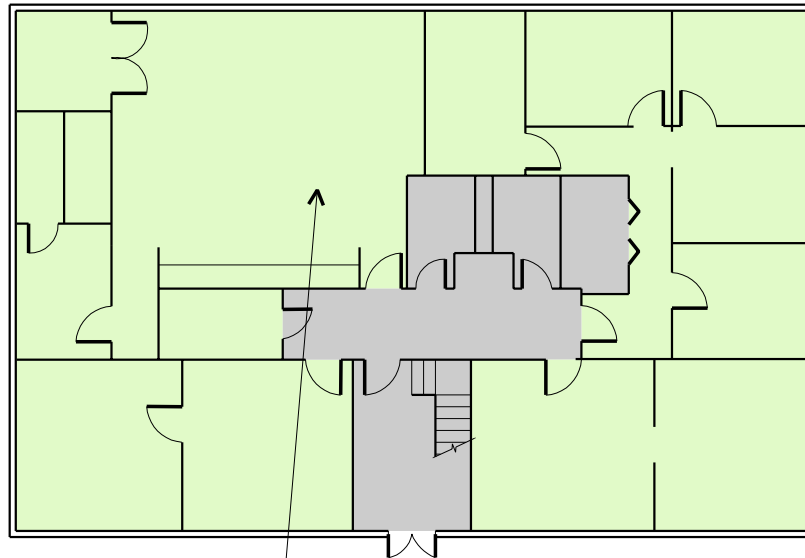


SECOND FLOOR



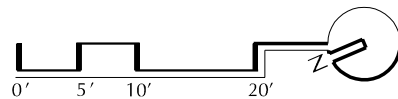
THIRD FLOOR

VACANT  
SPACE  
5,124 SF

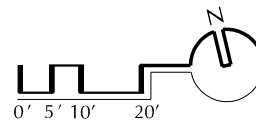


FIRST FLOOR

COOPERATIVE  
EXTENSION SERVICE  
2,471 SF

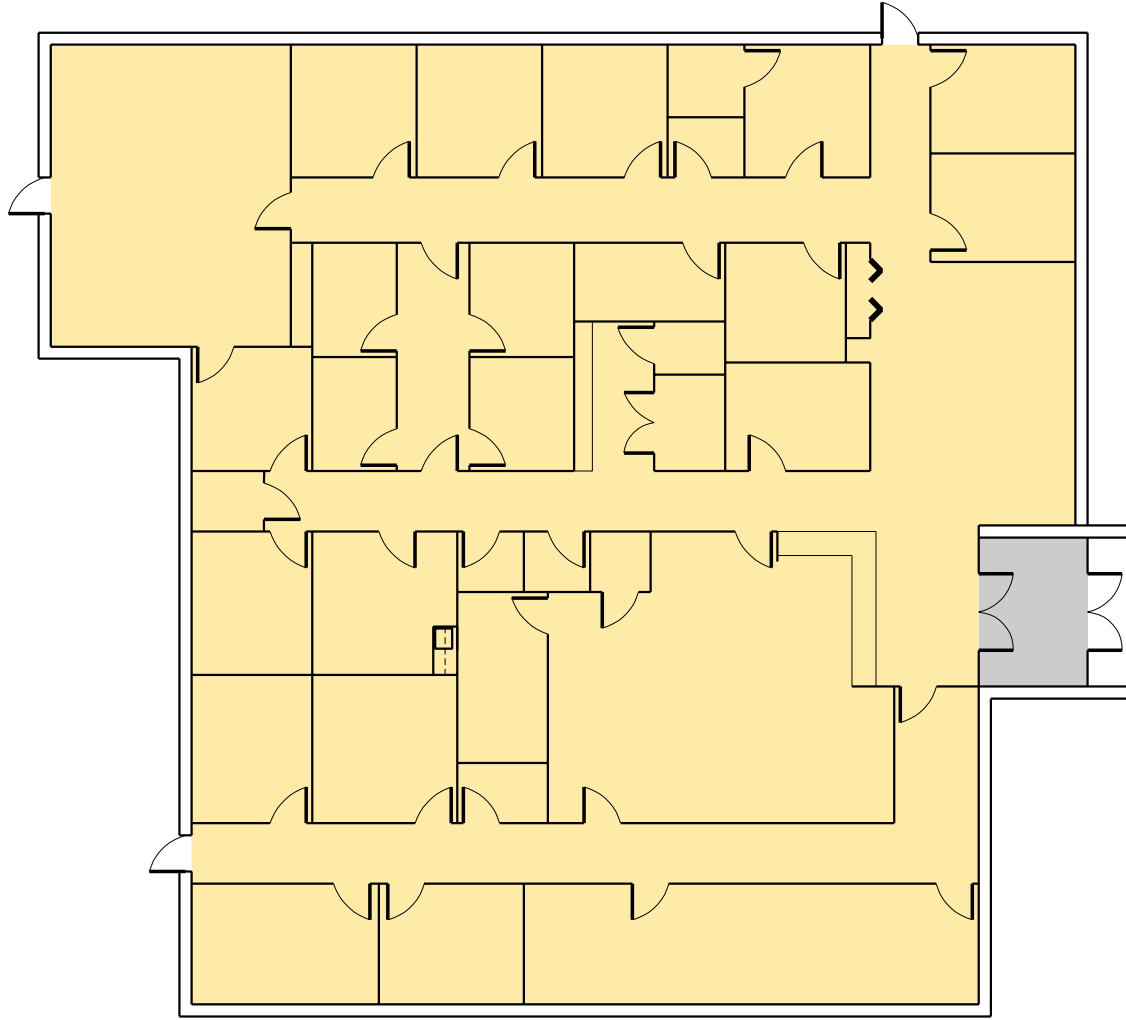


## OLD SOCIAL SERVICES BUILDING CURRENT SPACE ALLOCATION



## SOCIAL SERVICES CURRENT SPACE ALLOCATION





HEALTH DEPARTMENT  
5,788 SF



HEALTH DEPARTMENT  
CURRENT SPACE ALLOCATION

## **Appendix B**

# **County Personnel Comparisons**

# CULPEPER COUNTY SPACE NEEDS ANALYSIS - PERSONNEL COMPARISONS

|   | CULPEPER<br>COUNTY<br>CURRENT | CULPEPER<br>COUNTY<br>2020 | FAUQUIER<br>COUNTY<br>CURRENT | FREDERICK<br>COUNTY<br>CURRENT | REMARKS                             |
|---|-------------------------------|----------------------------|-------------------------------|--------------------------------|-------------------------------------|
| CURRENT/ESTIMATED POPULATION<br>(1999 PROVISIONAL UNLESS NOTED OTHERWISE) | 33,400                        | 55,000                     | 53,500                        | 57,000                         |                                     |
| <b>COURTS</b>   |                               |                            |                               |                                |                                     |
| CIRCUIT COURT   | 2                             | 4                          | 3                             | 2                              | Frederick is combined w/ Winchester |
| CIRCUIT COURT CLERK   | 9                             | 13                         | 14                            | 7                              |                                     |
| COMMONWEALTH'S ATTY   | 12                            | 18                         | 11                            | 11                             | Frederick is combined w/ Winchester |
| COURT SERVICES UNIT   | 7                             | 9                          | 9                             | 10                             |                                     |
| CRIMINAL JUSTICE SERVICES   | 5                             | 7                          | 5                             | 6                              |                                     |
| GENERAL DISTRICT COURT  | 1                             | 1                          | 1                             | 1                              |                                     |
| GENERAL DIST COURT CLERK  | 5                             | 7                          | 6                             | 10                             |                                     |
| J&DR COURT  | 1                             | 2                          | 1                             | 1                              |                                     |
| J&DR COURT CLERK  | 4                             | 7                          | 5                             | 6                              |                                     |
| SHERIFF - COURT SECURITY  | 6                             | 12                         | 25                            | 9                              |                                     |
| <b>TOTAL PERSONNEL</b>  | <b>52</b>                     | <b>80</b>                  | <b>80</b>                     | <b>63</b>                      |                                     |

# CULPEPER COUNTY SPACE NEEDS ANALYSIS - PERSONNEL COMPARISONS

|   | CULPEPER<br>COUNTY<br>CURRENT | CULPEPER<br>COUNTY<br>2020 | FAUQUIER<br>COUNTY<br>CURRENT | FREDERICK<br>COUNTY<br>CURRENT | REMARKS |
|---|-------------------------------|----------------------------|-------------------------------|--------------------------------|---------|
| CURRENT/ESTIMATED POPULATION<br>(1999 PROVISIONAL UNLESS NOTED OTHERWISE) | 33,400                        | 55,000                     | 53,500                        | 57,000                         |         |

## GENERAL GOVERNMENT

|                        |           |            |            |              |  |
|------------------------|-----------|------------|------------|--------------|--|
| BOARD OF SUPERVISORS   | 7         | 7          | 9          | 6            |  |
| BUILDING INSPECTIONS   | 8         | 12         | 12         | 12           |  |
| COMM OF THE REVENUE    | 6         | 18         | 23         | 13           |  |
| CO-OP EXTENSION SVC    | 9         | 9          | 7          | 6            |  |
| COUNTY ADMINISTRATOR   | 3         | 10         | 10         | 5            |  |
| COUNTY ATTORNEY        | 2         | 4          | 6          | w/ Comm Atty |  |
| ECONOMIC DEVELOPMENT   | 2         | 3          | 2          | 3            |  |
| EMERGENCY SERVICES     | 6         | 8          | 11         | 30           |  |
| ENVIRONMENTAL SERVICES | 3         | 4          | 13         | 4            |  |
| FINANCE                | 8         | 20         | 20         | 11           |  |
| INFORMATION SERVICES   | 3         | 10         | 9          | 3            |  |
| PARKS AND RECREATION   | 4         | 12         | 15         | 27           |  |
| PLANNING AND ZONING    | 6         | 11         | 11         | 12           |  |
| TREASURER              | 6         | 10         | 14         | 9            |  |
| VOTER REGISTRAR        | 2         | 3          | 3          | 1            |  |
| <b>TOTAL PERSONNEL</b> | <b>75</b> | <b>141</b> | <b>165</b> | <b>142</b>   |  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS - PERSONNEL COMPARISONS

|   | CULPEPER<br>COUNTY<br>CURRENT | CULPEPER<br>COUNTY<br>2020 | FAUQUIER<br>COUNTY<br>CURRENT | FREDERICK<br>COUNTY<br>CURRENT | REMARKS                                 |
|---|-------------------------------|----------------------------|-------------------------------|--------------------------------|---|
| CURRENT/ESTIMATED POPULATION<br>(1999 PROVISIONAL UNLESS NOTED OTHERWISE) | 33,400                        | 55,000                     | 53,500                        | 57,000                         |   |
| <b>HUMAN SERVICES</b>   |                               |                            |                               |                                |   |
| COMMUNITY SERVICES BOARD  | N/A                           | N/A                        | N/A                           | N/A                            | No figures available for other counties |
| HEALTH  | 25                            | 28                         | 33                            | 32                             |   |
| SOCIAL SERVICES   | 44                            | 62                         | 33                            | 40                             |   |
| <b>TOTAL PERSONNEL</b>  | <b>69</b>                     | <b>90</b>                  | <b>66</b>                     | <b>72</b>                      |   |
| <b>GRAND TOTAL PERSONNEL</b>  | <b>196</b>                    | <b>311</b>                 | <b>311</b>                    | <b>277</b>                     |   |

# **Appendix C**

## **Detailed Space Requirements**

# CULPEPER COUNTY SPACE NEEDS ANALYSIS

## SPACE REQUIREMENTS SUMMARY

|  | NOW<br>OCCUPIED | CURRENT<br>NEEDS |        | 2005<br>NEEDS |        | 2010<br>NEEDS |        | 2020<br>NEEDS |        | REMARKS   |
|--|-----------------|------------------|--------|---------------|--------|---------------|--------|---------------|--------|---|
|  | NET SQ FT (NSF) | PERS             | NSF    | PERS          | NSF    | PERS          | NSF    | PERS          | NSF    |   |
| <b>COURTS</b>                          |                 |                  |        |               |        |               |        |               |        |   |
| CIRCUIT COURT                          | 4,160           | 2                | 5,974  | 3             | 7,804  | 3             | 9,796  | 4             | 11,596 |   |
| CIRCUIT COURT CLERK                    | 4,640           | 9                | 5,387  | 9             | 5,711  | 11            | 6,568  | 13            | 7,604  |   |
| COMMONWEALTH'S ATTY                    | 1,452           | 12               | 2,597  | 13            | 2,831  | 15            | 3,149  | 18            | 3,713  |   |
| COURT SERVICES UNIT                    | 784             | 7                | 1,665  | 8             | 1,821  | 8             | 1,821  | 9             | 1,977  |   |
| CRIMINAL JUSTICE SERVICES              | 1,300           | 5                | 1,736  | 5             | 1,749  | 7             | 2,022  | 7             | 2,048  | "Now Occupied" area is estimated                |
| GENERAL DISTRICT COURT                 | 2,203           | 1                | 4,404  | 1             | 4,404  | 1             | 4,404  | 1             | 4,404  |   |
| GENERAL DIST COURT CLERK               | 1,092           | 5                | 1,440  | 5             | 1,525  | 6             | 1,724  | 7             | 1,884  |   |
| J&DR COURT                             | 769             | 1                | 3,732  | 1             | 3,732  | 2             | 7,464  | 2             | 7,464  | Currently shares space with Genl District Court |
| J&DR COURT CLERK                       | 587             | 4                | 753    | 5             | 1,108  | 6             | 1,255  | 7             | 1,395  |   |
| SHERIFF - COURT SECURITY               | 279             | 6                | 2,002  | 8             | 2,002  | 10            | 2,457  | 12            | 2,457  |   |
| SHARED SPACE - COURTS                  | -               |                  | 792    |               | 792    |               | 792    |               | 5,316  |   |
| TOTAL PERSONNEL / NSF                  | 17,266          | 52               | 30,482 | 58            | 33,478 | 69            | 41,450 | 80            | 49,857 |   |
| GROSS SQ FT REQUIRED AT 75% EFFICIENCY |                 |                  | 40,642 |               | 44,637 |               | 55,267 |               | 66,476 |   |

## GENERAL GOVERNMENT

|  |        |    |        |    |        |     |        |     |        |                                  |
|--|--------|----|--------|----|--------|-----|--------|-----|--------|----------------------------------|
| BOARD OF SUPERVISORS                   | 2,281  | 7  | 3,443  | 7  | 3,443  | 7   | 4,403  | 7   | 4,403  |                                  |
| BUILDING INSPECTIONS                   | 1,722  | 8  | 1,392  | 8  | 1,457  | 9   | 1,573  | 12  | 1,999  |                                  |
| COMM OF THE REVENUE                    | 1,529  | 6  | 1,560  | 11 | 2,127  | 15  | 2,779  | 18  | 3,133  |                                  |
| CO-OP EXTENSION SVC                    | 2,471  | 9  | 3,916  | 9  | 3,916  | 9   | 3,916  | 9   | 3,916  |                                  |
| COUNTY ADMINISTRATOR                   | 613    | 3  | 1,000  | 5  | 1,390  | 7   | 1,754  | 10  | 2,089  |                                  |
| COUNTY ATTORNEY                        | 652    | 2  | 824    | 3  | 1,153  | 4   | 1,377  | 4   | 1,434  |                                  |
| ECONOMIC DEVELOPMENT                   | 344    | 2  | 603    | 2  | 967    | 3   | 1,050  | 3   | 1,050  |                                  |
| EMERGENCY SERVICES                     | 232    | 6  | 1,655  | 8  | 1,933  | 8   | 2,421  | 8   | 3,883  |                                  |
| ENVIRONMENTAL SERVICES                 | 253    | 3  | 602    | 3  | 602    | 4   | 685    | 4   | 685    |                                  |
| FINANCE                                | 1,578  | 8  | 2,519  | 10 | 2,699  | 16  | 3,246  | 20  | 3,660  |                                  |
| INFORMATION SERVICES                   | 513    | 3  | 979    | 6  | 1,312  | 8   | 1,600  | 10  | 1,889  |                                  |
| PARKS AND RECREATION                   | 359    | 4  | 842    | 9  | 1,121  | 12  | 1,370  | 12  | 1,370  |                                  |
| PLANNING AND ZONING                    | 1,109  | 6  | 2,059  | 8  | 2,365  | 10  | 2,570  | 11  | 2,789  |                                  |
| TREASURER                              | 1,138  | 6  | 1,743  | 8  | 2,040  | 8   | 2,170  | 10  | 2,466  |                                  |
| VOTER REGISTRAR                        | 1,200  | 2  | 1,058  | 2  | 1,058  | 3   | 1,154  | 3   | 1,180  | "Now Occupied" area is estimated |
| SHARED SPACE - GENERAL GOVT            | -      |    | 1,540  |    | 1,540  |     | 1,540  |     | 1,540  |                                  |
| TOTAL PERSONNEL / NSF                  | 15,994 | 75 | 25,736 | 99 | 29,121 | 123 | 33,608 | 141 | 37,486 |                                  |
| GROSS SQ FT REQUIRED AT 75% EFFICIENCY |        |    | 34,315 |    | 38,828 |     | 44,811 |     | 49,981 |                                  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

### SPACE REQUIREMENTS SUMMARY

|  | NOW<br>OCCUPIED | CURRENT<br>NEEDS | 2005<br>NEEDS | 2010<br>NEEDS | 2020<br>NEEDS | REMARKS                          |
|--|-----------------|------------------|---------------|---------------|---------------|----------------------------------|
| <b>HUMAN SERVICES</b>                  |                 |                  |               |               |               |                                  |
| COMMUNITY SERVICES BOARD               | 3,000           | 11 3,591         | 14 3,986      | 16 4,311      | 19 4,719      | "Now Occupied" area is estimated |
| HEALTH                                 | 5,788           | 25 6,712         | 25 6,712      | 28 6,954      | 28 6,967      |                                  |
| SOCIAL SERVICES                        | 12,421          | 44 11,175        | 55 12,602     | 56 12,810     | 62 13,746     |                                  |
| TOTAL PERSONNEL / NSF                  | 21,209          | 80 21,477        | 94 23,300     | 100 24,075    | 109 25,432    |                                  |
| GROSS SQ FT REQUIRED AT 75% EFFICIENCY |                 | 28,636           | 31,067        | 32,100        | 33,909        |                                  |
| <b>GRAND TOTAL PERSONNEL / NET SF</b>  |                 | 207 77,695       | 251 85,899    | 292 99,133    | 330 112,775   |                                  |
| <b>GRAND TOTAL GROSS SF</b>            | 54,469          | 103,593          | 114,532       | 132,177       | 150,367       |                                  |



## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS  |
|----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|--|
| DESCRIPTION                      | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |  |
| BOARD OF SUPERVISORS             |            |            |               |       |              |       |               |       |               |       |  |
| PERSONNEL SPACE                  |            |            |               |       |              |       |               |       |               |       |  |
| Supervisors                      | N/A        |            | 7             |       | 7            |       | 7             |       | 7             |       | Office shared by supervisors - see below         |
| SUPPORT SPACE                    |            |            |               |       |              |       |               |       |               |       |  |
| Supervisor's office              | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | Double seating capacity of existing meeting room |
| Public meeting room              | N/A        | 1600       | 1             | 1,600 | 1            | 1,600 |               |       |               |       |  |
|                                  | N/A        | 2400       |               |       |              |       | 1             | 2,400 | 1             | 2,400 |  |
| ~Cable TV control center         | N/A        | 144        | 1             | 144   | 1            | 144   | 1             | 144   | 1             | 144   |  |
| Lobby                            | vis20      | 400        | 1             | 400   | 1            | 400   | 1             | 400   | 1             | 400   | Seats 30   |
| Executive session/work room      | N/A        | 525        | 1             | 525   | 1            | 525   | 1             | 525   | 1             | 525   |  |
| TOTAL PERSONNEL                  |            |            | 7             |       | 7            |       | 7             |       | 7             |       |  |
| SUBTOTAL SPACE REQUIRED          |            |            |               | 2,869 |              | 2,869 |               | 3,669 |               | 3,669 |  |
| INTERNAL CIRCULATION FACTOR      |            | 20%        |               | 574   |              | 574   |               | 734   |               | 734   |  |
| TOTAL DEPARTMENT NET SPACE REQ'D |            |            |               | 3,443 |              | 3,443 |               | 4,403 |               | 4,403 |  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                        |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS  |
|---------------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|--|
| DESCRIPTION                           | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |  |
| BUILDING INSPECTIONS                  |            |            |               |       |              |       |               |       |               |       |  |
| PERSONNEL SPACE                       |            |            |               |       |              |       |               |       |               |       |  |
| Building official                     | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | All share private office   |
| Senior building inspector             | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |  |
| Plan reviewer/Inspector               | N/A        | 80         | 2             | 160   | 2            | 160   | 2             | 160   | 3             | 240   |  |
| Building inspector                    | ws2        | 48         | 2             | 96    | 2            | 96    | 3             | 144   | 5             | 240   |  |
| Building inspector tech               | ws2        | 48         | 1             | 48    | 1            | 48    |               |       |               |       |  |
| Administrative assistant/Receptionist | ws3        | 64         | 1             | 64    | 1            | 64    | 2             | 128   | 2             | 128   |  |
| SUPPORT SPACE                         |            |            |               |       |              |       |               |       |               |       |  |
| Public waiting area                   | vis6       | 120        | 1             | 120   | 1            | 120   | 1             | 120   |               |       | Refer to Shared Space - General Government sheet<br>Drawings, etc.<br>Share with planning and zoning |
|                                       | vis8       | 160        |               |       |              |       |               |       | 1             | 160   |  |
| Public counter                        | cs5        | 25         | 3             | 75    | 3            | 75    | 3             | 75    | 4             | 100   |  |
| Conference room                       |            |            |               |       |              |       |               |       |               |       |  |
| Storage                               | N/A        |            | 1             | 100   | 1            | 150   | 1             | 175   | 1             | 250   |  |
| Workroom                              | wrk11      | 120        |               |       |              |       |               |       |               |       | Share with planning and zoning   |
| Bookshelves                           | bk1        | 12         | 4             | 48    | 4            | 48    | 4             | 48    | 5             | 60    |  |
| Files                                 | wall       | 15         |               |       |              |       |               |       |               |       |  |
| Coat closet                           | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |  |
| TOTAL PERSONNEL                       |            |            | 8             |       | 8            |       | 9             |       | 12            |       |  |
| SUBTOTAL SPACE REQUIRED               |            |            |               | 1,071 |              | 1,121 |               | 1,210 |               | 1,538 |  |
| INTERNAL CIRCULATION FACTOR           |            | 30%        |               | 321   |              | 336   |               | 363   |               | 461   |  |
| TOTAL DEPARTMENT NET SPACE REQ'D      |            |            |               | 1,392 |              | 1,457 |               | 1,573 |               | 1,999 |  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                    |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |        | REMARKS  |
|-----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|--------|--|
| DESCRIPTION                       | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT  |  |
| CIRCUIT COURT                     |            |            |               |       |              |       |               |       |               |        |  |
| PERSONNEL SPACE                   |            |            |               |       |              |       |               |       |               |        |  |
| Judge                             | po7        | 300        | 1             | 300   | 1            | 300   | 1             | 300   | 2             | 600    | Includes private restroom and robe/coat closet<br>Office shared with PT judge until 2nd judge's chamber is built |
| Legal assistant                   | po4        | 175        |               |       | 1            | 175   | 1             | 175   | 1             | 175    |  |
| Administrative assistant          | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64     |  |
| SUPPORT SPACE                     |            |            |               |       |              |       |               |       |               |        |  |
| Judge's visitor waiting           | vis3       | 60         | 1             | 60    | 1            | 60    | 1             | 60    | 1             | 60     | Copier, files, etc   |
| Workroom                          | wrk12      | 144        | 1             | 144   | 1            | 144   | 1             | 144   | 1             | 144    |  |
| Law Library                       | N/A        | 1400       | 1             | 1,400 | 1            | 1,400 | 1             | 1,400 | 1             | 1,400  |  |
| Jury courtroom seat 50            | cr4        | 2000       | 1             | 2,000 | 1            | 2,000 | 2             | 4,000 | 2             | 4,000  |  |
| Courtroom entry vestibule         | crv        | 70         | 1             | 70    | 1            | 70    | 2             | 140   | 2             | 140    |  |
| Witness/attorney conf rm          | cnf6       | 150        | 2             | 300   | 3            | 450   | 4             | 600   | 4             | 600    |  |
| Jury deliberation rm              | jur        | 400        | 1             | 400   | 1            | 400   | 2             | 800   | 2             | 800    |  |
| Non-Jury courtroom seat 20        | cr2        | 1200       |               |       | 1            | 1,200 |               |       |               |        | Can share a district courtroom if available  |
| Jury assembly room                | N/A        | 1200       |               |       |              |       |               |       | 1             | 1,200  |  |
| Prisoner holding cell             | hc1        | 70         | 2             | 140   | 2            | 140   | 4             | 280   | 4             | 280    |  |
| Attorney-prisoner interview booth | int1       | 100        | 1             | 100   | 1            | 100   | 2             | 200   | 2             | 200    |  |
| TOTAL PERSONNEL                   |            |            | 2             |       | 3            |       | 3             |       | 4             |        |  |
| SUBTOTAL SPACE REQUIRED           |            |            |               | 4,978 |              | 6,503 |               | 8,163 |               | 9,663  |  |
| INTERNAL CIRCULATION FACTOR       |            |            |               | 996   |              | 1,301 |               | 1,633 |               | 1,933  |  |
| TOTAL DEPARTMENT NET SPACE REQ'D  |            |            |               | 5,974 |              | 7,804 |               | 9,796 |               | 11,596 |  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS                       |
|----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|-------------------------------|
| DESCRIPTION                      | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |                               |
| CIRCUIT COURT CLERK              |            |            |               |       |              |       |               |       |               |       |                               |
| PERSONNEL SPACE                  |            |            |               |       |              |       |               |       |               |       |                               |
| Clerk                            | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |                               |
| Deputy clerk - court             | po1        | 100        | 2             | 200   | 2            | 200   | 3             | 300   | 4             | 400   |                               |
| Deputy clerk                     | ws3        | 64         | 6             | 384   | 6            | 384   | 7             | 448   | 8             | 512   |                               |
| SUPPORT SPACE                    |            |            |               |       |              |       |               |       |               |       |                               |
| Public records room              | N/A        |            | 1             | 2,800 | 1            | 3,150 | 1             | 3,500 | 1             | 4,200 |                               |
| Public counter                   | cs10       | 60         | 1             | 60    | 1            | 60    | 2             | 120   | 2             | 120   |                               |
| Public waiting area              | vis8       | 160        | 1             | 160   | 1            | 160   |               |       |               |       |                               |
|                                  | vis15      | 300        |               |       |              |       | 1             | 300   | 1             | 300   |                               |
| Conference room                  | cnf8       | 175        | 1             | 175   | 1            | 175   | 1             | 175   | 1             | 175   | For probate conferences., etc |
| Workroom                         | wrk11      | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   | Copier, fax, worktable, etc   |
| Indexing workstation             | ws1        | 36         | 1             | 36    | 1            | 36    | 1             | 36    | 1             | 36    | Shared by all staff           |
| Microfilm workstation            | ws4        | 80         | 1             | 80    |              |       |               |       |               |       |                               |
| Electronic imaging workstation   | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |                               |
| Storage                          | st6        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |                               |
| Coat                             | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |                               |
| TOTAL PERSONNEL                  |            |            | 9             |       | 9            |       | 11            |       | 13            |       |                               |
| SUBTOTAL SPACE REQUIRED          |            |            |               | 4,489 |              | 4,759 |               | 5,473 |               | 6,337 |                               |
| INTERNAL CIRCULATION FACTOR      |            |            | 20%           | 898   |              | 952   |               | 1,095 |               | 1,267 |                               |
| TOTAL DEPARTMENT NET SPACE REQ'D |            |            |               | 5,387 |              | 5,711 |               | 6,568 |               | 7,604 |                               |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                    |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS   |
|-----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|---|
| DESCRIPTION                       | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |   |
| COMMISSIONER OF THE REVENUE       |            |            |               |       |              |       |               |       |               |       |   |
| PERSONNEL SPACE                   |            |            |               |       |              |       |               |       |               |       |   |
| Commissioner                      | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |   |
| Deputy commissioner I             | ws3        | 64         | 2             | 128   | 3            | 192   | 4             | 256   | 5             | 320   | Includes additional personnel for prorating & 2X a year billing |
| Deputy commissioner II            | ws3        | 64         | 1             | 64    | 2            | 128   | 3             | 192   | 4             | 256   | Includes additional personnel for prorating & 2X a year billing |
| Deputy commissioner IV            | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |   |
| Land use/Tax relief administrator | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   | Needs privacy for taxpayer conferences (2-3 people)             |
| Real estate assessor              | po3        | 150        |               |       | 1            | 150   | 2             | 300   | 2             | 300   | Anticipated new function  |
| Real estate technician            | ws3        | 64         |               |       | 2            | 128   | 3             | 192   | 4             | 256   | Anticipated new function  |
| SUPPORT SPACE                     |            |            |               |       |              |       |               |       |               |       |   |
| Public waiting area               | vis8       | 160        | 1             | 160   | 1            | 160   |               |       |               |       |   |
|                                   | vis12      | 240        |               |       |              |       | 1             | 240   | 1             | 240   |   |
| Public counter                    | cs20       | 120        | 1             | 120   | 1            | 120   |               |       |               |       |   |
|                                   | cs30       | 180        |               |       |              |       | 1             | 180   | 1             | 180   |   |
| Records storage                   | vert       | 10         | 8             | 80    | 11           | 110   | 13            | 130   | 18            | 180   |   |
| Conference room                   |            |            |               |       |              |       |               |       |               |       | Refer to Shared Space - General Government sheet                |
| Workroom                          | wrk12      | 144        | 1             | 144   | 1            | 144   | 1             | 144   | 1             | 144   | Includes map files, workstation, copier, fax, scanner, etc.     |
| Printer                           | prn2       | 15         | 1             | 15    | 1            | 15    | 1             | 15    | 1             | 15    |   |
| Supply cabinet                    | cab1       | 15         | 1             | 15    | 1            | 15    | 1             | 15    | 1             | 15    |   |
| Form storage                      | st2        | 50         | 1             | 50    | 1            | 50    | 1             | 50    |               |       |   |
|                                   | st3        | 80         |               |       |              |       |               |       | 1             | 80    |   |
| Coat closet                       | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |   |
| TOTAL PERSONNEL                   |            |            | 6             |       | 11           |       | 15            |       | 18            |       |   |
| SUBTOTAL SPACE REQUIRED           |            |            |               | 1,200 |              | 1,636 |               | 2,138 |               | 2,410 |   |
| INTERNAL CIRCULATION FACTOR       |            |            | 30%           | 360   |              | 491   |               | 641   |               | 723   |   |
| TOTAL DEPARTMENT NET SPACE REQ'D  |            |            |               | 1,560 |              | 2,127 |               | 2,779 |               | 3,133 |   |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                    |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS                           |
|-----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|-----------------------------------|
| DESCRIPTION                       | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |                                   |
| COMMONWEALTH'S ATTORNEY           |            |            |               |       |              |       |               |       |               |       |                                   |
| PERSONNEL SPACE                   |            |            |               |       |              |       |               |       |               |       |                                   |
| Commonwealth's attorney           | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |                                   |
| Deputy commonwealth's attorney    | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |                                   |
| Assistant commonwealth's attorney | po3        | 150        | 3             | 450   | 4            | 600   | 5             | 750   | 6             | 900   |                                   |
| Victim-witness coordinator        | po2        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   |                                   |
| Victim-witness assistant          | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |                                   |
| Office manager                    | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |                                   |
| Secretary                         | ws3        | 64         | 2             | 128   | 2            | 128   | 3             | 192   | 4             | 256   |                                   |
| Investigator                      | po2        | 120        |               |       |              |       |               |       | 1             | 120   |                                   |
| Intern                            | ws1        | 36         | 2             | 72    | 2            | 72    | 2             | 72    | 2             | 72    |                                   |
| SUPPORT SPACE                     |            |            |               |       |              |       |               |       |               |       |                                   |
| Public waiting                    | vis4       | 80         | 1             | 80    | 1            | 80    | 1             | 80    |               |       |                                   |
|                                   | vis6       | 120        |               |       |              |       |               |       | 1             | 120   |                                   |
| File/workroom                     | wrk11      | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   | Includes copier, fax, & worktable |
| ~Files                            | vert       | 10         | 12            | 120   | 14           | 140   | 16            | 160   | 20            | 200   |                                   |
| ~VCIN computer                    | wss        | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |                                   |
| ~VCAIS computer                   | wss        | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |                                   |
| Conference room                   | cnf12      | 260        | 1             | 260   | 1            | 260   | 1             | 260   | 1             | 260   | Includes library                  |
| Storage                           | st2        | 50         | 1             | 50    | 1            | 50    | 1             | 50    | 1             | 50    | Office supplies                   |
| Victim-witness files              | vert       | 10         | 6             | 60    | 7            | 70    | 8             | 80    | 10            | 100   |                                   |
| Coat closet                       | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |                                   |
| TOTAL PERSONNEL                   |            |            | 12            |       | 13           |       | 15            |       | 18            |       |                                   |
| SUBTOTAL SPACE REQUIRED           |            |            |               | 1,998 |              | 2,178 |               | 2,422 |               | 2,856 |                                   |
| INTERNAL CIRCULATION FACTOR       |            |            | 30%           | 599   |              | 653   |               | 727   |               | 857   |                                   |
| TOTAL DEPARTMENT NET SPACE REQ'D  |            |            |               | 2,597 |              | 2,831 |               | 3,149 |               | 3,713 |                                   |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS                             |
|--|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|-------------------------------------|
| DESCRIPTION  | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |                                     |
| COMMUNITY SERVICES BOARD - OUTPATIENT MENTAL HEALTH SERVICES |            |            |               |       |              |       |               |       |               |       |                                     |
| PERSONNEL SPACE  |            |            |               |       |              |       |               |       |               |       |                                     |
| Clinic manager   | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |                                     |
| Office manager   | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |                                     |
| Office Assistant   | ws3        | 64         | 2             | 128   | 3            | 192   | 3             | 192   | 4             | 256   |                                     |
| Doctor   | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |                                     |
| Nurse  | po2        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   |                                     |
| Clinician  | po2        | 120        | 4             | 480   | 5            | 600   | 7             | 840   | 9             | 1,080 |                                     |
| Case manager   | po2        | 120        | 1             | 120   | 2            | 240   | 2             | 240   | 2             | 240   |                                     |
| SUPPORT SPACE  |            |            |               |       |              |       |               |       |               |       |                                     |
| Public counter   | cs12       | 72         | 1             | 72    | 1            | 72    | 1             | 72    | 1             | 72    |                                     |
| Public waiting area  | vis15      | 300        | 1             | 300   | 1            | 300   | 1             | 300   | 1             | 300   |                                     |
| Files  | vert       | 10         | 15            | 150   | 15           | 150   | 16            | 160   | 17            | 170   |                                     |
| Medications  | st4        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   | Secure storage                      |
| Small group room   | N/A        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   |                                     |
| Large group room   | cnf20      | 350        | 1             | 350   | 1            | 350   | 1             | 350   | 1             | 350   |                                     |
| Mail cubicle   | WS2        | 48         | 1             | 48    | 1            | 48    | 1             | 48    | 1             | 48    |                                     |
| Storage  | st3        | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    | Office supplies and general storage |
| Staff break room   | cnf6       | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |                                     |
| Staff toilets  | tlt1       | 50         | 2             | 100   | 2            | 100   | 2             | 100   | 2             | 100   |                                     |
| Coat closet  | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |                                     |
| TOTAL PERSONNEL  |            |            | 11            |       | 14           |       | 16            |       | 19            |       |                                     |
| SUBTOTAL SPACE REQUIRED                                      |            |            |               | 2,762 |              | 3,066 |               | 3,316 |               | 3,630 |                                     |
| INTERNAL CIRCULATION FACTOR                                  |            |            | 30%           | 829   |              | 920   |               | 995   |               | 1,089 |                                     |
| TOTAL DEPARTMENT NET SPACE REQ'D                             |            |            |               | 3,591 |              | 3,986 |               | 4,311 |               | 4,719 |                                     |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                        |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS   |
|---------------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|---|
| DESCRIPTION                           | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |   |
| COOPERATIVE EXTENSION SERVICE         |            |            |               |       |              |       |               |       |               |       |   |
| PERSONNEL SPACE                       |            |            |               |       |              |       |               |       |               |       |   |
| Extension agent - unit director       | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | Includes administrative files   |
| Ext agent - 4H                        | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |   |
| Ext agent - agriculture               | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |   |
| Ext agent - dairy                     | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |   |
| Support tech                          | po4        | 175        | 1             | 175   | 1            | 175   | 1             | 175   | 1             | 175   |   |
| Support tech - 4H                     | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |   |
| SCNEP - adult                         | po2        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   |   |
| SCNEP - youth                         | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |   |
| Research associate                    | po2        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   |   |
| SUPPORT SPACE                         |            |            |               |       |              |       |               |       |               |       |   |
| Conference room                       | cnf10      | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | Seats 35  |
| Classroom                             | N/A        | 525        | 1             | 525   | 1            | 525   | 1             | 525   | 1             | 525   |   |
| ~Demonstration kitchen                | N/A        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   |   |
| Table and chair storage for classroom | st3        | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    |   |
| Visitor waiting                       | vis4       | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    | Copier, fax, postage meter, supplies, work surface<br>Childcare<br>Program support materials and equipment; Office supplies<br>Program support materials and equipment; SCNEP<br>Publications<br>Master gardeners, financial & parental mentors/educators |
| Workroom                              | wrk12      | 144        | 1             | 144   | 1            | 144   | 1             | 144   | 1             | 144   |   |
| Storage                               | st2        | 50         | 1             | 50    | 1            | 50    | 1             | 50    | 1             | 50    |   |
|                                       | st3        | 80         | 2             | 160   | 2            | 160   | 2             | 160   | 2             | 160   |   |
|                                       | st4        | 120        | 2             | 240   | 2            | 240   | 2             | 240   | 2             | 240   |   |
|                                       | N/A        | 30         | 1             | 30    | 1            | 30    | 1             | 30    | 1             | 30    |   |
| Volunteer workstation                 | ws2        | 48         | 3             | 144   | 3            | 144   | 3             | 144   | 3             | 144   |   |
| Volunteer files/reference materials   | bk1        | 12         | 3             | 36    | 3            | 36    | 3             | 36    | 3             | 36    |   |
| Coat closet                           | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |   |
| TOTAL PERSONNEL                       |            |            | 9             |       | 9            |       | 9             |       | 9             |       |   |
| SUBTOTAL SPACE REQUIRED               |            |            |               | 3,012 |              | 3,012 |               | 3,012 |               | 3,012 |   |
| INTERNAL CIRCULATION FACTOR           |            | 30%        |               | 904   |              | 904   |               | 904   |               | 904   |   |
| TOTAL DEPARTMENT NET SPACE REQ'D      |            |            |               | 3,916 |              | 3,916 |               | 3,916 |               | 3,916 |   |



## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS  |
|----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|--|
| DESCRIPTION                      | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |  |
| COUNTY ADMINISTRATOR             |            |            |               |       |              |       |               |       |               |       |  |
| PERSONNEL SPACE                  |            |            |               |       |              |       |               |       |               |       |  |
| County administrator             | po6        | 250        | 1             | 250   | 1            | 250   | 1             | 250   | 1             | 250   |  |
| Assistant county administrator   | po3        | 150        |               |       | 1            | 150   | 2             | 300   | 2             | 300   |  |
| Office assistant                 | ws3        | 64         |               |       |              |       |               |       | 2             | 128   |  |
| Executive secretary              | po2        | 120        | 1             | 120   | 1            | 120   | 2             | 240   | 2             | 240   |  |
| Deputy clerk to board            | po2        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   |  |
| Deputy administrator             | po3        | 150        |               |       | 1            | 150   | 1             | 150   | 1             | 150   |  |
| Public information officer       | po2        | 120        |               |       |              |       |               |       | 1             | 120   |  |
| SUPPORT SPACE                    |            |            |               |       |              |       |               |       |               |       |  |
| Visitor waiting                  | vis4       | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    | Refer to Shared Space - General Government sheet |
| Conference room                  |            |            |               |       |              |       |               |       |               |       |  |
| Files                            | vert       | 10         | 2             | 20    | 2            | 20    | 3             | 30    | 4             | 40    | Document preparation                             |
| Workroom                         | wrk12      | 144        | 1             | 144   | 1            | 144   | 1             | 144   | 1             | 144   |  |
| Coffee niche                     | cof1       | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |  |
| Coat closet                      | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |  |
| TOTAL PERSONNEL                  |            |            | 3             |       | 5            |       | 7             |       | 10            |       |  |
| SUBTOTAL SPACE REQUIRED          |            |            |               | 769   |              | 1,069 |               | 1,349 |               | 1,607 |  |
| INTERNAL CIRCULATION FACTOR      |            |            | 30%           | 231   |              | 321   |               | 405   |               | 482   |  |
| TOTAL DEPARTMENT NET SPACE REQ'D |            |            |               | 1,000 |              | 1,390 |               | 1,754 |               | 2,089 |  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS  |
|----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|--|
| DESCRIPTION                      | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |  |
| COUNTY ATTORNEY                  |            |            |               |       |              |       |               |       |               |       |  |
| PERSONNEL SPACE                  |            |            |               |       |              |       |               |       |               |       |  |
| County attorney                  | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |  |
| Deputy county attorney           | po3        | 150        |               |       |              |       | 1             | 150   | 1             | 150   |  |
| Assistant county attorney        | po3        | 150        |               |       | 1            | 150   | 1             | 150   | 1             | 150   |  |
| Legal Assistant                  | ws4        | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    |  |
| SUPPORT SPACE                    |            |            |               |       |              |       |               |       |               |       |  |
| Visitor waiting                  | vis4       | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    |  |
| Files                            | vert       | 10         | 6             | 60    | 7            | 70    | 8             | 80    | 10            | 100   |  |
|                                  | lat        | 12         | 6             | 72    | 7            | 84    | 8             | 96    | 10            | 120   |  |
| Conference room                  |            |            |               |       |              |       |               |       |               |       | Refer to Shared Space - General Government sheet |
| Library                          | bk1        | 12         | 8             | 96    | 8            | 96    | 8             | 96    | 8             | 96    |  |
| Workroom                         | wrk9       | 81         |               |       | 1            | 81    | 1             | 81    | 1             | 81    | Copier, supplies, fax, shredder, & work table    |
| Summer intern workstation        | ws1        | 36         | 1             | 36    | 1            | 36    | 1             | 36    | 1             | 36    |  |
| Coat closet                      | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |  |
| TOTAL PERSONNEL                  |            |            | 2             |       | 3            |       | 4             |       | 4             |       |  |
| SUBTOTAL SPACE REQUIRED          |            |            |               | 634   |              | 887   |               | 1,059 |               | 1,103 |  |
| INTERNAL CIRCULATION FACTOR      |            |            | 30%           | 190   |              | 266   |               | 318   |               | 331   |  |
| TOTAL DEPARTMENT NET SPACE REQ'D |            |            |               | 824   |              | 1,153 |               | 1,377 |               | 1,434 |  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS   |
|----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|---|
| DESCRIPTION                      | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |   |
| COURT SERVICES UNIT              |            |            |               |       |              |       |               |       |               |       |   |
| PERSONNEL SPACE                  |            |            |               |       |              |       |               |       |               |       |   |
| Supervisor                       |            |            | 1             |       | 1            |       | 1             |       | 1             |       | Located in Charlottesville - share office w/ sub. abuse officer |
| Probation officer                | po2        | 120        | 2             | 240   | 3            | 360   | 3             | 360   | 4             | 480   |   |
| Substance abuse officer          | po2        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   | District position - in Culpeper 2 days per week now             |
| Intensive probation officer      | po2        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   |   |
| Probation/family support         | po2        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   |   |
| Secretary/receptionist           | ws4        | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    |   |
| SUPPORT SPACE                    |            |            |               |       |              |       |               |       |               |       |   |
| Visitor waiting                  | vis12      | 240        | 1             | 240   | 1            | 240   | 1             | 240   | 1             | 240   | Office supplies & files   |
| Conference room                  | cnf10      | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |   |
| Storage                          | st1        | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |   |
| Copier                           | cpy5       | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |   |
| Fax                              | fax1       | 15         | 1             | 15    | 1            | 15    | 1             | 15    | 1             | 15    |   |
| Shared computer workstation      | ws1        | 36         | 1             | 36    | 1            | 36    | 1             | 36    | 1             | 36    |   |
| Toilet                           | tlt1       | 50         | 1             | 50    | 1            | 50    | 1             | 50    | 1             | 50    | For collecting urine samples from clients                       |
| Coat closet                      | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |   |
| TOTAL PERSONNEL                  |            |            | 7             |       | 8            |       | 8             |       | 9             |       |   |
| SUBTOTAL SPACE REQUIRED          |            |            |               | 1,281 |              | 1,401 |               | 1,401 |               | 1,521 |   |
| INTERNAL CIRCULATION FACTOR      |            |            | 30%           | 384   |              | 420   |               | 420   |               | 456   |   |
| TOTAL DEPARTMENT NET SPACE REQ'D |            |            |               | 1,665 |              | 1,821 |               | 1,821 |               | 1,977 |   |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS                                   |
|----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|---|
| DESCRIPTION                      | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |   |
| CRIMINAL JUSTICE SERVICES        |            |            |               |       |              |       |               |       |               |       |   |
| PERSONNEL SPACE                  |            |            |               |       |              |       |               |       |               |       |   |
| Director                         | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | Window to waiting area                    |
| Probation officer                | po2        | 120        | 3             | 360   | 3            | 360   | 4             | 480   | 4             | 480   |   |
| Administrative assistant         | ws4        | 80         | 1             | 80    | 1            | 80    | 2             | 160   | 2             | 160   |   |
| SUPPORT SPACE                    |            |            |               |       |              |       |               |       |               |       |   |
| Visitor waiting                  | vis10      | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | Separate from staff area for security     |
| Conference room                  | cnf6       | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |   |
| Storage                          | st2        | 50         | 1             | 50    | 1            | 50    | 1             | 50    | 1             | 50    |   |
| Copier                           | cpy5       | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |   |
| Fax                              | fax1       | 15         | 1             | 15    | 1            | 15    | 1             | 15    | 1             | 15    | For collecting urine samples from clients |
| Shredder                         | psh        | 15         | 1             | 15    | 1            | 15    | 1             | 15    | 1             | 15    |   |
| VCIN computer workstation        | wss        | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |   |
| Files                            | vert       | 10         | 8             | 80    | 9            | 90    | 10            | 100   | 12            | 120   |   |
| Toilets                          | ttt1       | 50         | 2             | 100   | 2            | 100   | 2             | 100   | 2             | 100   |   |
| Coffee niche                     | cof1       | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |   |
| Coat closet                      | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |   |
| TOTAL PERSONNEL                  |            |            | 5             |       | 5            |       | 7             |       | 7             |       |   |
| SUBTOTAL SPACE REQUIRED          |            |            |               | 1,335 |              | 1,345 |               | 1,555 |               | 1,575 |   |
| INTERNAL CIRCULATION FACTOR      |            |            | 30%           | 401   |              | 404   |               | 467   |               | 473   |   |
| TOTAL DEPARTMENT NET SPACE REQ'D |            |            |               | 1,736 |              | 1,749 |               | 2,022 |               | 2,048 |   |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS  |
|----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|--|
| DESCRIPTION                      | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |  |
| ECONOMIC DEVELOPMENT             |            |            |               |       |              |       |               |       |               |       |  |
| PERSONNEL SPACE                  |            |            |               |       |              |       |               |       |               |       |  |
| Director                         | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |  |
| Marketing assistant              | ws3        | 64         |               |       |              |       | 1             | 64    | 1             | 64    |  |
| Administrative assistant         | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |  |
| SUPPORT SPACE                    |            |            |               |       |              |       |               |       |               |       |  |
| Visitor waiting                  | vis5       | 100        | 1             | 100   | 1            | 100   | 1             | 100   | 1             | 100   |  |
| Conference room                  |            |            |               |       |              |       |               |       |               |       | Refer to Shared Space - General Government sheet |
| Planning room                    | cnf14      | 280        |               |       | 1            | 280   | 1             | 280   | 1             | 280   |  |
| Storage                          | st2        | 50         | 1             | 50    | 1            | 50    | 1             | 50    | 1             | 50    | Office supplies, files, etc.                     |
| Copier                           | cpy5       | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |  |
| Fax                              | fax1       | 15         | 1             | 15    | 1            | 15    | 1             | 15    | 1             | 15    |  |
| Coat closet                      | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |  |
| TOTAL PERSONNEL                  |            |            | 2             |       | 2            |       | 3             |       | 3             |       |  |
| SUBTOTAL SPACE REQUIRED          |            |            |               | 464   |              | 744   |               | 808   |               | 808   |  |
| INTERNAL CIRCULATION FACTOR      |            |            |               | 139   |              | 223   |               | 242   |               | 242   |  |
| TOTAL DEPARTMENT NET SPACE REQ'D |            |            |               | 603   |              | 967   |               | 1,050 |               | 1,050 |  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |               |               | CURRENT<br>NEEDS |       | 5 YEAR<br>NEEDS |       | 10 YEAR<br>NEEDS |       | 20 YEAR<br>NEEDS |       | REMARKS  |
|----------------------------------|---------------|---------------|------------------|-------|-----------------|-------|------------------|-------|------------------|-------|--|
| DESCRIPTION                      | SPACE<br>CODE | SQ FT<br>EACH | QTY              | SQ FT | QTY             | SQ FT | QTY              | SQ FT | QTY              | SQ FT |  |
| EMERGENCY SERVICES               |               |               |                  |       |                 |       |                  |       |                  |       |  |
| PERSONNEL SPACE                  |               |               |                  |       |                 |       |                  |       |                  |       |  |
| Coordinator                      | po5           | 200           | 1                | 200   | 1               | 200   | 1                | 200   | 1                | 200   | Share one workspace                              |
| Secretary                        | ws3           | 64            | 1                | 64    | 1               | 64    | 1                | 64    | 1                | 64    |  |
| Training coordinator             | ws3           | 64            |                  |       | 1               | 64    | 1                | 64    | 1                | 64    |  |
| Assistant director               | po3           | 150           |                  |       | 1               | 150   | 1                | 150   | 1                | 150   |  |
| Fire fighter/Paramedic           | ws3           | 64            | 4                | 64    | 4               | 64    | 4                | 64    | 4                | 64    |  |
| SUPPORT SPACE                    |               |               |                  |       |                 |       |                  |       |                  |       |  |
| Storage                          | st5           | 160           | 1                | 160   | 1               | 160   | 1                | 160   | 1                | 160   | Training equipment                               |
|                                  | st1           | 25            | 1                | 25    | 1               | 25    | 1                | 25    | 1                | 25    | Secure storage for drugs, etc.                   |
| Conference room                  |               |               |                  |       |                 |       |                  |       |                  |       | Refer to Shared Space - General Government sheet |
| Classroom seat 50                | tr5           | 750           | 1                | 750   | 1               | 750   | 1                | 750   | 2                | 1,500 | Doubles as the emergency operations center       |
| Classroom seat 20                | tr2           | 375           |                  |       |                 |       | 1                | 375   | 2                | 750   |  |
| Coat closet                      | clos1         | 10            | 1                | 10    | 1               | 10    | 1                | 10    | 1                | 10    |  |
| TOTAL PERSONNEL                  |               |               | 6                |       | 8               |       | 8                |       | 8                |       |  |
| SUBTOTAL SPACE REQUIRED          |               |               |                  | 1,273 |                 | 1,487 |                  | 1,862 |                  | 2,987 |  |
| INTERNAL CIRCULATION FACTOR      |               |               |                  | 382   |                 | 446   |                  | 559   |                  | 896   |  |
| TOTAL DEPARTMENT NET SPACE REQ'D |               |               |                  | 1,655 |                 | 1,933 |                  | 2,421 |                  | 3,883 |  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS  |
|----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|--|
| DESCRIPTION                      | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |  |
| ENVIRONMENTAL SERVICES           |            |            |               |       |              |       |               |       |               |       |  |
| PERSONNEL SPACE                  |            |            |               |       |              |       |               |       |               |       |  |
| Director                         | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | Includes a small table<br>Currently shares with Emergency Services                 |
| Secretary                        | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |  |
| Maintenance foreman              | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |  |
| Environmental services assistant | ws3        | 64         |               |       |              |       | 1             | 64    | 1             | 64    |  |
| SUPPORT SPACE                    |            |            |               |       |              |       |               |       |               |       |  |
| Visitor waiting                  | vis3       | 60         | 1             | 60    | 1            | 60    | 1             | 60    | 1             | 60    | Can share with other functions<br>Refer to Shared Space - General Government sheet |
| Conference room                  |            |            |               |       |              |       |               |       |               |       |  |
| Storage                          | st1        | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |  |
| Copier                           | cpy5       | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |  |
| Fax                              | fax1       | 15         | 1             | 15    | 1            | 15    | 1             | 15    | 1             | 15    |  |
| Coat closet                      | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |  |
| TOTAL PERSONNEL                  |            |            | 3             |       | 3            |       | 4             |       | 4             |       |  |
| SUBTOTAL SPACE REQUIRED          |            |            |               | 463   |              | 463   |               | 527   |               | 527   |  |
| INTERNAL CIRCULATION FACTOR      |            |            |               | 139   |              | 139   |               | 158   |               | 158   |  |
| TOTAL DEPARTMENT NET SPACE REQ'D |            |            |               | 602   |              | 602   |               | 685   |               | 685   |  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS  |
|----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|--|
| DESCRIPTION                      | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |  |
| FINANCE                          |            |            |               |       |              |       |               |       |               |       |  |
| PERSONNEL SPACE                  |            |            |               |       |              |       |               |       |               |       |  |
| Director                         | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |  |
| Director of procurement          | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |  |
| Accounting manager               | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |  |
| Accountant                       | ws3        | 64         | 1             | 64    | 1            | 64    | 2             | 128   | 3             | 192   |  |
| Accounts payable tech            | ws3        | 64         | 1             | 64    | 1            | 64    | 2             | 128   | 3             | 192   |  |
| Accounts receivable tech         | ws3        | 64         | 1             | 64    | 1            | 64    | 2             | 128   | 3             | 192   |  |
| Grants analyst                   | ws3        | 64         |               |       |              |       | 1             | 64    | 1             | 64    |  |
| Buyer                            | ws3        | 64         |               |       | 1            | 64    | 1             | 64    | 1             | 64    |  |
| Budget manager                   | ws3        | 64         |               |       |              |       |               |       | 1             | 64    |  |
| Human resources manager          | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |  |
| Personnel analyst                | ws3        | 64         |               |       | 1            | 64    | 2             | 128   | 2             | 128   |  |
| Office support specialist        | ws3        | 64         |               |       |              |       | 1             | 64    | 1             | 64    |  |
| Communications manager           | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |  |
| SUPPORT SPACE                    |            |            |               |       |              |       |               |       |               |       |  |
| Visitor waiting                  | vis4       | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    |  |
| Conference room                  | cnf10      | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | Also used by auditors                                  |
| Storage                          | st4        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   | Office supplies, blank checks, etc.                    |
|                                  | st7        | 250        | 1             | 250   | 1            | 250   | 1             | 250   | 1             | 250   | Records - some records could be stored off-site        |
| Files                            | lat        | 12         | 6             | 72    | 6            | 72    | 7             | 84    | 8             | 96    | Personnel & Accounting                                 |
|                                  | vert       | 10         | 3             | 30    | 4            | 40    | 5             | 50    | 7             | 70    | Accounting   |
|                                  | wall       | 15         | 6             | 90    | 6            | 90    | 7             | 105   | 9             | 135   | Administrative & legal                                 |
| Workroom                         | N/A        | 180        | 1             | 180   | 1            | 180   | 1             | 180   | 1             | 180   | Copier, fax, postage meter, check machine, binder, etc |
| Coat closet                      | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |  |
| TOTAL PERSONNEL                  |            |            | 8             |       | 10           |       | 16            |       | 20            |       |  |
| SUBTOTAL SPACE REQUIRED          |            |            |               | 1,938 |              | 2,076 |               | 2,497 |               | 2,815 |  |
| INTERNAL CIRCULATION FACTOR      |            |            | 30%           | 581   |              | 623   |               | 749   |               | 845   |  |
| TOTAL DEPARTMENT NET SPACE REQ'D |            |            |               | 2,519 |              | 2,699 |               | 3,246 |               | 3,660 |  |



## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                    |               |               | CURRENT<br>NEEDS |       | 5 YEAR<br>NEEDS |       | 10 YEAR<br>NEEDS |       | 20 YEAR<br>NEEDS |       | REMARKS   |
|-----------------------------------|---------------|---------------|------------------|-------|-----------------|-------|------------------|-------|------------------|-------|---|
| DESCRIPTION                       | SPACE<br>CODE | SQ FT<br>EACH | QTY              | SQ FT | QTY             | SQ FT | QTY              | SQ FT | QTY              | SQ FT |   |
| GENERAL DISTRICT COURT            |               |               |                  |       |                 |       |                  |       |                  |       |   |
| PERSONNEL SPACE                   |               |               |                  |       |                 |       |                  |       |                  |       |   |
| Judge                             | po7           | 300           | 1                | 300   | 1               | 300   | 1                | 300   | 1                | 300   | Includes private restroom and robe/coat closet  |
|                                   |               |               |                  |       |                 |       |                  |       |                  |       |   |
| SUPPORT SPACE                     |               |               |                  |       |                 |       |                  |       |                  |       |   |
| Public waiting area               | N/A           | 400           | 1                | 400   | 1               | 400   | 1                | 400   | 1                | 400   | Share one courtroom with J&DR Court in 20 years |
| Non-jury courtroom seat 120       | N/A           | 2,160         | 1                | 2,160 | 1               | 2,160 | 1                | 2,160 | 1                | 2,160 |   |
| Courtroom entry vestibule         | crv           | 70            | 1                | 70    | 1               | 70    | 1                | 70    | 1                | 70    |   |
| Witness/attorney conf rm          | cnf6          | 150           | 2                | 300   | 2               | 300   | 2                | 300   | 2                | 300   |   |
| Fine and cost corridor            | fcor          | 200           | 1                | 200   | 1               | 200   | 1                | 200   | 1                | 200   |   |
| Prisoner holding cell             | hc1           | 70            | 2                | 140   | 2               | 140   | 2                | 140   | 2                | 140   |   |
| Attorney-prisoner interview booth | int1          | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 1                | 100   |   |
| TOTAL PERSONNEL                   |               |               | 1                |       | 1               |       | 1                |       | 1                |       |   |
| SUBTOTAL SPACE REQUIRED           |               |               |                  | 3,670 |                 | 3,670 |                  | 3,670 |                  | 3,670 |   |
| INTERNAL CIRCULATION FACTOR       |               |               | 20%              | 734   |                 | 734   |                  | 734   |                  | 734   |   |
| TOTAL DEPARTMENT NET SPACE REQ'D  |               |               |                  | 4,404 |                 | 4,404 |                  | 4,404 |                  | 4,404 |   |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS  |
|--|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|--|
| DESCRIPTION  | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |  |
| GENERAL DISTRICT COURT CLERK (Currently part of Combined District Court Clerk) |            |            |               |       |              |       |               |       |               |       |  |
| PERSONNEL SPACE  |            |            |               |       |              |       |               |       |               |       |  |
| Clerk  | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |  |
| Deputy clerk   | ws2        | 48         | 4             | 192   | 4            | 192   | 5             | 240   | 6             | 288   |  |
| SUPPORT SPACE  |            |            |               |       |              |       |               |       |               |       |  |
| Public waiting area  | vis8       | 160        | 1             | 160   | 1            | 160   | 1             | 160   | 1             | 160   |  |
| Public file review station   | wss        | 25         |               |       | 1            | 25    | 1             | 25    | 1             | 25    | Visible to staff for monitoring                            |
| Public counter workstation   | cs5        | 25         | 2             | 50    | 2            | 50    | 3             | 75    | 4             | 100   |  |
| Public access computer station   | car1       | 15         |               |       | 1            | 15    | 2             | 30    | 2             | 30    |  |
| Cashier station  | ws1        | 36         | 1             | 36    | 1            | 36    | 1             | 36    | 1             | 36    | For fine and cost corridor<br>Forms, office supplies, etc. |
| Storage  | st3        | 80         | 1             | 80    | 1            | 80    |               |       |               |       |  |
|  | st4        | 120        |               |       |              |       | 1             | 120   | 1             | 120   |  |
| Workroom   | wrk10      | 100        | 1             | 100   | 1            | 100   | 1             | 100   | 1             | 100   |  |
| Files  | vert       | 10         | 7             | 70    | 8            | 80    | 9             | 90    | 11            | 110   | Pending case files   |
|  | wall       | 15         | 14            | 210   | 15           | 225   | 16            | 240   | 18            | 270   | Ended case files   |
| Coat closet  | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |  |
| TOTAL PERSONNEL  |            |            | 5             |       | 5            |       | 6             |       | 7             |       |  |
| SUBTOTAL SPACE REQUIRED  |            |            |               | 1,108 |              | 1,173 |               | 1,326 |               | 1,449 |  |
| INTERNAL CIRCULATION FACTOR  |            |            | 30%           | 332   |              | 352   |               | 398   |               | 435   |  |
| TOTAL DEPARTMENT NET SPACE REQ'D   |            |            |               | 1,440 |              | 1,525 |               | 1,724 |               | 1,884 |  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                    |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS   |
|-----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|---|
| DESCRIPTION                       | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |   |
| HEALTH                            |            |            |               |       |              |       |               |       |               |       |   |
| PERSONNEL SPACE                   |            |            |               |       |              |       |               |       |               |       |   |
| Public health director            | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | Includes worktable for equipment                |
| Data processing user liaison      | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |   |
| Business manager                  | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |   |
| Office services supervisor senior | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |   |
| Office services specialist        | ws2        | 48         | 4             | 192   | 4            | 192   | 5             | 240   | 5             | 240   |   |
| Fiscal technician senior          | po1        | 100        | 1             | 100   | 1            | 100   | 1             | 100   | 1             | 100   |   |
| Fiscal assistant                  | po1        | 100        | 1             | 100   | 1            | 100   | 1             | 100   | 1             | 100   |   |
| Environmental health manager      | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |   |
| Environmental health specialist   | ws3        | 64         | 3             | 192   | 3            | 192   | 4             | 256   | 4             | 256   |   |
| Nutrition supervisor              | ws4        | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    |   |
| Nutritionist                      | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |   |
| Certified nurse practitioner      | po3        | 150        | 2             | 300   | 2            | 300   | 2             | 300   | 2             | 300   |   |
| Public health nurse               | ws3        | 64         | 4             | 256   | 4            | 256   | 5             | 320   | 5             | 320   |   |
| Clinic aide                       | ws1        | 36         | 1             | 36    | 1            | 36    | 1             | 36    | 1             | 36    |   |
| Dentist                           | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |   |
| Dental assistant                  | ws1        | 36         | 1             | 36    | 1            | 36    | 1             | 36    | 1             | 36    |   |
| SUPPORT SPACE                     |            |            |               |       |              |       |               |       |               |       |   |
| Public counter                    | cs12       | 72         | 1             | 72    | 1            | 72    | 1             | 72    | 1             | 72    | Seating for 30 visitors                         |
| Public waiting area               | N/A        | 600        | 1             | 600   | 1            | 600   | 1             | 600   | 1             | 600   |   |
| Exam room                         | N/A        | 80         | 6             | 480   | 6            | 480   | 6             | 480   | 6             | 480   |   |
| Laboratory                        | N/A        | 100        | 1             | 100   | 1            | 100   | 1             | 100   | 1             | 100   |   |
| Interview room                    | N/A        | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    | Secure storage                                  |
| Drug closet                       | N/A        | 35         | 1             | 35    | 1            | 35    | 1             | 35    | 1             | 35    |   |
| Dental operatory                  | N/A        | 80         | 2             | 160   | 2            | 160   | 2             | 160   | 2             | 160   |   |
| Dental lab/storage                | st3        | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    |   |
| Toilets                           | tlt1       | 50         | 3             | 150   | 3            | 150   | 3             | 150   | 3             | 150   | 2 staff toilets & 1 toilet for taking specimens |
| Storage                           | st3        | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    | Brochures, office supplies & forms              |
|                                   | st1        | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    | Environmental health drawings storage           |
| Shared workstation                | ws2        | 48         | 1             | 48    | 1            | 48    | 1             | 48    | 1             | 48    | For staff from other offices                    |
| Computer room                     | st3        | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    |   |
| Conference room                   | cnf16      | 300        | 1             | 300   | 1            | 300   | 1             | 300   | 1             | 300   |   |
| Records storage                   | st3        | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    |   |
| Lunch room                        | N/A        | 180        | 1             | 180   | 1            | 180   | 1             | 180   | 1             | 180   |   |
| Files                             | vert       | 10         | 9             | 90    | 9            | 90    | 10            | 100   | 11            | 110   |   |
|                                   | dwg        | 32         | 1             | 32    | 1            | 32    | 1             | 32    | 1             | 32    |   |
| Map layout table                  | N/A        | 48         | 1             | 48    | 1            | 48    | 1             | 48    | 1             | 48    |   |
| Mail cubicle                      | ws2        | 48         | 1             | 48    | 1            | 48    | 1             | 48    | 1             | 48    |   |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |               |               | CURRENT<br>NEEDS |       | 5 YEAR<br>NEEDS |       | 10 YEAR<br>NEEDS |       | 20 YEAR<br>NEEDS |       | REMARKS |
|----------------------------------|---------------|---------------|------------------|-------|-----------------|-------|------------------|-------|------------------|-------|---------|
| DESCRIPTION                      | SPACE<br>CODE | SQ FT<br>EACH | QTY              | SQ FT | QTY             | SQ FT | QTY              | SQ FT | QTY              | SQ FT |         |
| Fax                              | fax1          | 15            | 2                | 30    | 2               | 30    | 2                | 30    | 2                | 30    |         |
| Copier                           | cpy5          | 25            | 2                | 50    | 2               | 50    | 2                | 50    | 2                | 50    |         |
| Coffee niche                     | cof1          | 25            | 1                | 25    | 1               | 25    | 1                | 25    | 1                | 25    |         |
| Coat closet                      | clos1         | 10            | 2                | 20    | 2               | 20    | 2                | 20    | 2                | 20    |         |
| TOTAL PERSONNEL                  |               |               | 25               |       | 25              |       | 28               |       | 28               |       |         |
| SUBTOTAL SPACE REQUIRED          |               |               |                  | 5,163 |                 | 5,163 |                  | 5,349 |                  | 5,359 |         |
| INTERNAL CIRCULATION FACTOR      |               |               |                  | 1,549 |                 | 1,549 |                  | 1,605 |                  | 1,608 |         |
| TOTAL DEPARTMENT NET SPACE REQ'D |               |               |                  | 6,712 |                 | 6,712 |                  | 6,954 |                  | 6,967 |         |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS  |
|----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|--|
| DESCRIPTION                      | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |  |
| INFORMATION SERVICES             |            |            |               |       |              |       |               |       |               |       |  |
| PERSONNEL SPACE                  |            |            |               |       |              |       |               |       |               |       |  |
| Director of information systems  | po3        | 150        | 1             | 150   |              |       |               |       |               |       |  |
|                                  | po5        | 200        |               |       | 1            | 200   | 1             | 200   | 1             | 200   |  |
| Information services supervisor  | ws3        | 64         | 1             | 64    |              |       |               |       |               |       |  |
| Webmaster/communications         | ws4        | 80         |               |       | 1            | 80    | 1             | 80    | 1             | 80    |  |
| Technology support specialist    | ws3        | 64         | 1             | 64    |              |       |               |       |               |       |  |
| Network administrator            | ws3        | 64         |               |       | 1            | 64    | 1             | 64    | 1             | 64    |  |
| PC technician                    | ws2        | 48         |               |       | 2            | 96    | 3             | 144   | 4             | 192   |  |
| Systems analyst                  | ws3        | 64         |               |       | 1            | 64    | 2             | 128   | 3             | 192   |  |
| SUPPORT SPACE                    |            |            |               |       |              |       |               |       |               |       |  |
| Conference room                  |            |            |               |       |              |       |               |       |               |       | Refer to Shared Space - General Government sheet |
| Storage                          | st4        | 120        | 1             | 120   | 1            | 120   |               |       |               |       |  |
|                                  | st6        | 200        |               |       |              |       | 1             | 200   |               |       |  |
|                                  | st7        | 250        |               |       |              |       |               |       | 1             | 250   |  |
| Computer lab                     | wrk15      | 225        | 1             | 225   | 1            | 225   | 1             | 225   | 1             | 225   |  |
| Computer room                    | N/A        |            | 1             | 120   | 1            | 150   | 1             | 180   | 1             | 240   | Central servers and routers                      |
| Coat closet                      | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |  |
| TOTAL PERSONNEL                  |            |            | 3             |       | 6            |       | 8             |       | 10            |       |  |
| SUBTOTAL SPACE REQUIRED          |            |            |               | 753   |              | 1,009 |               | 1,231 |               | 1,453 |  |
| INTERNAL CIRCULATION FACTOR      |            |            |               | 226   |              | 303   |               | 369   |               | 436   |  |
| TOTAL DEPARTMENT NET SPACE REQ'D |            |            |               | 979   |              | 1,312 |               | 1,600 |               | 1,889 |  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                        |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS  |
|---------------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|--|
| DESCRIPTION                           | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |  |
| JUVENILE AND DOMESTIC RELATIONS COURT |            |            |               |       |              |       |               |       |               |       |  |
| PERSONNEL SPACE                       |            |            |               |       |              |       |               |       |               |       |  |
| Judge                                 | po7        | 300        | 1             | 300   | 1            | 300   | 2             | 600   | 2             | 600   |  |
| SUPPORT SPACE                         |            |            |               |       |              |       |               |       |               |       |  |
| Non-jury courtroom seat 40            | cr2        | 1200       | 1             | 1,200 | 1            | 1,200 | 2             | 2,400 | 2             | 2,400 | Also share one courtroom with General District Court in 20 years |
| Courtroom entry vestibule             | crv        | 70         | 1             | 70    | 1            | 70    | 2             | 140   | 2             | 140   |  |
| Witness/attorney conf rm              | cnf6       | 150        | 2             | 300   | 2            | 300   | 4             | 600   | 4             | 600   |  |
| Courtroom waiting area                | N/A        | 1000       | 1             | 1,000 | 1            | 1,000 | 2             | 2,000 | 2             | 2,000 |  |
| Prisoner holding cell                 | hc1        | 70         | 2             | 140   | 2            | 140   | 4             | 280   | 4             | 280   |  |
| Attorney-prisoner interview booth     | int1       | 100        | 1             | 100   | 1            | 100   | 2             | 200   | 2             | 200   |  |
| TOTAL PERSONNEL                       |            |            | 1             |       | 1            |       | 2             |       | 2             |       |  |
| SUBTOTAL SPACE REQUIRED               |            |            |               | 3,110 |              | 3,110 |               | 6,220 |               | 6,220 |  |
| INTERNAL CIRCULATION FACTOR           |            |            |               | 622   |              | 622   |               | 1,244 |               | 1,244 |  |
| TOTAL DEPARTMENT NET SPACE REQ'D      |            |            |               | 3,732 |              | 3,732 |               | 7,464 |               | 7,464 |  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED  |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS                      |
|---|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|------------------------------|
| DESCRIPTION   | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |                              |
| JUVENILE AND DOMESTIC RELATIONS COURT CLERK (Currently part of Combined District Court Clerk) |            |            |               |       |              |       |               |       |               |       |                              |
| PERSONNEL SPACE   |            |            |               |       |              |       |               |       |               |       |                              |
| Clerk   | po5        | 200        |               |       |              |       | 1             | 200   | 1             | 200   |                              |
| Supervising deputy clerk  | po3        | 150        | 1             | 150   | 1            | 150   |               |       |               |       |                              |
| Deputy clerk  | ws2        | 48         | 3             | 144   | 4            | 192   | 5             | 240   | 6             | 288   |                              |
| SUPPORT SPACE   |            |            |               |       |              |       |               |       |               |       |                              |
| Public waiting area   | vis8       | 160        |               |       | 1            | 160   | 1             | 160   | 1             | 160   |                              |
| Public file review station  | wss        | 25         |               |       | 1            | 25    | 1             | 25    | 1             | 25    |                              |
| Public counter workstation  | cs5        | 25         | 1             | 25    | 2            | 50    | 2             | 50    | 2             | 50    |                              |
| Public access computer station  | car1       | 15         |               |       | 1            | 15    | 2             | 30    | 2             | 30    |                              |
| Files   | N/A        | 100        | 1             | 100   | 1            | 100   | 1             | 100   |               |       | High density file system     |
|   | N/A        | 120        |               |       |              |       |               |       | 1             | 120   |                              |
| Storage   | st3        | 80         | 1             | 80    | 1            | 80    | 1             | 80    |               |       | Forms, office supplies, etc. |
|   | st4        | 120        |               |       |              |       |               |       | 1             | 120   |                              |
| Copier  | cpy5       | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |                              |
| Printer   | prn2       | 15         | 1             | 15    | 1            | 15    | 1             | 15    | 1             | 15    |                              |
| Shredder  | psh        | 15         | 1             | 15    | 1            | 15    | 1             | 15    | 1             | 15    |                              |
| Fax   | fax1       | 15         | 1             | 15    | 1            | 15    | 1             | 15    | 1             | 15    |                              |
| Coat closet   | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |                              |
| TOTAL PERSONNEL   |            |            | 4             |       | 5            |       | 6             |       | 7             |       |                              |
| SUBTOTAL SPACE REQUIRED   |            |            |               | 579   |              | 852   |               | 965   |               | 1,073 |                              |
| INTERNAL CIRCULATION FACTOR   |            |            |               | 174   |              | 256   |               | 290   |               | 322   |                              |
| TOTAL DEPARTMENT NET SPACE REQ'D  |            |            |               | 753   |              | 1,108 |               | 1,255 |               | 1,395 |                              |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                     |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS   |
|------------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|---|
| DESCRIPTION                        | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |   |
| PARKS AND RECREATION               |            |            |               |       |              |       |               |       |               |       |   |
| PERSONNEL SPACE                    |            |            |               |       |              |       |               |       |               |       |   |
| Director                           | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | Located at future ball fields<br>Located at future community center |
| Administrative assistant           | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |   |
| Recreation programs supervisor     | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |   |
| Therapeutic recreation specialist  | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |   |
| Therapeutic recreation assistant   | ws3        | 64         |               |       |              |       | 1             | 64    | 1             | 64    |   |
| Secretary - clerical               | ws3        | 64         |               |       | 1            | 64    | 2             | 128   | 2             | 128   |   |
| Parks & maintenance supervisor     | po3        | 150        |               |       | 1            | 150   | 1             | 150   | 1             | 150   |   |
| Activities coordinator             | ws3        | 64         |               |       |              |       | 1             | 64    | 1             | 64    |   |
| Facilities/Grounds maintenance     | N/A        |            |               |       | 2            |       | 2             |       | 2             |       |   |
| Community center manager           | N/A        |            |               |       | 1            |       | 1             |       | 1             |       |   |
| SUPPORT SPACE                      |            |            |               |       |              |       |               |       |               |       |   |
| Public waiting area                | vis4       | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    | Located at program sites<br>Located at parks and ball fields        |
| Files                              | vert       | 10         | 8             | 80    | 8            | 80    | 8             | 80    | 8             | 80    |   |
| Recreation equipment storage       | N/A        |            | 1             |       | 1            |       | 1             |       | 1             |       |   |
| Park maintenance equipment storage | N/A        |            | 1             |       | 1            |       | 1             |       | 1             |       |   |
| Coat closet                        | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |   |
| TOTAL PERSONNEL                    |            |            | 4             |       | 9            |       | 12            |       | 12            |       |   |
| SUBTOTAL SPACE REQUIRED            |            |            |               | 648   |              | 862   |               | 1,054 |               | 1,054 |   |
| INTERNAL CIRCULATION FACTOR        |            |            |               | 194   |              | 259   |               | 316   |               | 316   |   |
| TOTAL DEPARTMENT NET SPACE REQ'D   |            |            |               | 842   |              | 1,121 |               | 1,370 |               | 1,370 |   |



## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS   |
|----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|---|
| DESCRIPTION                      | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |   |
| PLANNING AND ZONING              |            |            |               |       |              |       |               |       |               |       |   |
| PERSONNEL SPACE                  |            |            |               |       |              |       |               |       |               |       |   |
| Director                         | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | Includes large digitizing board, flat files, plotter, & bookshelf |
| Zoning administrator             | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |   |
| Comprehensive planner            | po2        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   |   |
| GIS coordinator                  | po4        | 175        | 1             | 175   | 1            | 175   | 1             | 175   | 1             | 175   |   |
| GIS technician                   | ws3        | 64         |               |       | 1            | 64    | 1             | 64    | 1             | 64    |   |
| Planning & zoning technician     | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |   |
| Planner I                        | ws3        | 64         |               |       |              |       | 1             | 64    | 1             | 64    |   |
| Planner II                       | ws3        | 64         |               |       |              |       |               |       | 1             | 64    |   |
| Zoning inspector                 | ws3        | 64         |               |       |              |       | 1             | 64    | 1             | 64    |   |
| Administrative secretary         | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |   |
| Receptionist                     | ws3        | 64         |               |       | 1            | 64    | 1             | 64    | 1             | 64    |   |
| SUPPORT SPACE                    |            |            |               |       |              |       |               |       |               |       |   |
| Public waiting area              | vis6       | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   | Refer to Shared Space - General Government sheet                  |
| Public counter                   | N/A        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |   |
| Conference room                  |            |            |               |       |              |       |               |       |               |       |   |
| Storage                          | st4        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   | Share with Building Inspections                                   |
| Files                            | wall       | 15         | 11            | 165   | 16           | 240   | 18            | 270   | 22            | 330   |   |
|                                  | lat        | 12         | 3             | 36    | 4            | 48    | 4             | 48    | 6             | 72    |   |
|                                  | vert       | 10         | 4             | 40    | 6            | 60    | 6             | 60    | 8             | 80    |   |
| Workroom                         | wrk11      | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   | Share with Building Inspections                                   |
| Coat closet                      | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |   |
| TOTAL PERSONNEL                  |            |            | 6             |       | 8            |       | 10            |       | 11            |       |   |
| SUBTOTAL SPACE REQUIRED          |            |            |               | 1,584 |              | 1,819 |               | 1,977 |               | 2,145 |   |
| INTERNAL CIRCULATION FACTOR      |            |            | 30%           | 475   |              | 546   |               | 593   |               | 644   |   |
| TOTAL DEPARTMENT NET SPACE REQ'D |            |            |               | 2,059 |              | 2,365 |               | 2,570 |               | 2,789 |   |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                     |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS                                   |
|------------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|---|
| DESCRIPTION                        | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |   |
| SHARED SPACE - COURTS              |            |            |               |       |              |       |               |       |               |       |   |
| SUPPORT SPACE                      |            |            |               |       |              |       |               |       |               |       |   |
| Shared District Courtroom          |            |            |               |       |              |       |               |       |               |       | Shared by J&DR and General District Court |
| ~Public waiting area               | N/A        | 400        |               |       |              |       |               |       | 1             | 400   |   |
| ~Non-jury courtroom seat 120       | N/A        | 2,160      |               |       |              |       |               |       | 1             | 2,160 | Shared by J&DR and General District Court |
| ~Courtroom entry vestibule         | crv        | 70         |               |       |              |       |               |       | 1             | 70    |   |
| ~Cashier station                   | N/A        | 100        |               |       |              |       |               |       | 1             | 100   |   |
| ~Witness/attorney conf rm          | cnf6       | 150        |               |       |              |       |               |       | 2             | 300   |   |
| ~Fine and cost corridor            | fcor       | 200        |               |       |              |       |               |       | 1             | 200   |   |
| ~Prisoner holding cell             | hc1        | 70         |               |       |              |       |               |       | 2             | 140   |   |
| ~Attorney-prisoner interview booth | int1       | 100        |               |       |              |       |               |       | 1             | 100   |   |
| Shared judge's chamber             | po7        | 300        |               |       |              |       |               |       | 1             | 300   |   |
| Staff lunch room                   | cnf14      | 280        | 1             | 280   | 1            | 280   | 1             | 280   | 1             | 280   |   |
| Staff toilets                      | N/A        | 150        | 2             | 300   | 2            | 300   | 2             | 300   | 2             | 300   |   |
| Vending machine area               | N/A        | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    |   |
| TOTAL PERSONNEL                    |            |            | N/A           |       | N/A          |       | N/A           |       | N/A           |       |   |
| SUBTOTAL SPACE REQUIRED            |            |            | 660           |       | 660          |       | 660           |       | 4,430         |       |   |
| INTERNAL CIRCULATION FACTOR        |            |            | 132           |       | 132          |       | 132           |       | 886           |       |   |
| TOTAL DEPARTMENT NET SPACE REQ'D   |            |            | 792           |       | 792          |       | 792           |       | 5,316         |       |   |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                    |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS   |
|-----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|---|
| DESCRIPTION                       | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |   |
| SHARED SPACE - GENERAL GOVERNMENT |            |            |               |       |              |       |               |       |               |       |   |
| SUPPORT SPACE                     |            |            |               |       |              |       |               |       |               |       |   |
| Conference room                   | cnf10      | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | Shared by the Treasurer and Commissioner of the revenue   |
| Conference room                   | cnf10      | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | Shared by the Finance and Information Svcs                |
| Conference room                   | cnf12      | 260        | 1             | 260   | 1            | 260   | 1             | 260   | 1             | 260   | Shared by the County Administrator, County Atty, Econ Dev |
| Conference room                   | cnf12      | 260        | 2             | 520   | 2            | 520   | 2             | 520   | 2             | 520   | Shared by Bldg Insp, Env Svcs, Planning, Emerg Svcs       |
| Staff lunch room                  | cnf14      | 280        | 1             | 280   | 1            | 280   | 1             | 280   | 1             | 280   |   |
| Vending machine area              | N/A        | 80         | 1             | 80    | 1            | 80    | 1             | 80    | 1             | 80    |   |
| TOTAL PERSONNEL                   |            |            | N/A           |       | N/A          |       | N/A           |       | N/A           |       |   |
| SUBTOTAL SPACE REQUIRED           |            |            | 1,540         |       | 1,540        |       | 1,540         |       | 1,540         |       |   |
| INTERNAL CIRCULATION FACTOR       |            |            | N/A           |       |              |       |               |       |               |       |   |
| TOTAL DEPARTMENT NET SPACE REQ'D  |            |            | 1,540         |       | 1,540        |       | 1,540         |       | 1,540         |       |   |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                     |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS  |
|------------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|--|
| DESCRIPTION                        | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |  |
| SHERIFF - COURT SECURITY           |            |            |               |       |              |       |               |       |               |       |  |
| PERSONNEL SPACE                    |            |            |               |       |              |       |               |       |               |       |  |
| Court security deputy              |            |            | 6             |       | 8            |       | 10            |       | 12            |       | No office space required   |
| SUPPORT SPACE                      |            |            |               |       |              |       |               |       |               |       |  |
| Public entry security station      | N/A        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   | Magnetometer, parcel check; queuing area<br><br>Includes staff toilet and equipment room |
| Central prisoner holding area      |            |            |               |       |              |       |               |       |               |       |  |
| ~Holding cell - seat 1 or 2        | hc1        | 70         | 3             | 210   | 3            | 210   | 3             | 210   | 3             | 210   |  |
| ~Holding tank - seat 12            | N/A        | 250        | 1             | 250   | 1            | 250   | 2             | 500   | 2             | 500   |  |
| ~Security control room             | cnt1       | 180        | 1             | 180   | 1            | 180   | 1             | 180   | 1             | 180   |  |
| ~Attorney-prisoner interview booth | int1       | 100        | 1             | 100   | 1            | 100   | 2             | 200   | 2             | 200   |  |
| ~Vehicle sallyport                 | sal1       | 600        | 1             | 600   | 1            | 600   | 1             | 600   | 1             | 600   |  |
| TOTAL PERSONNEL                    |            |            | 6             |       | 8            |       | 10            |       | 12            |       |  |
| SUBTOTAL SPACE REQUIRED            |            |            |               | 1,540 |              | 1,540 |               | 1,890 |               | 1,890 |  |
| INTERNAL CIRCULATION FACTOR        |            |            | 30%           | 462   |              | 462   |               | 567   |               | 567   |  |
| TOTAL DEPARTMENT NET SPACE REQ'D   |            |            |               | 2,002 |              | 2,002 |               | 2,457 |               | 2,457 |  |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                     |               |               | CURRENT<br>NEEDS |       | 5 YEAR<br>NEEDS |       | 10 YEAR<br>NEEDS |       | 20 YEAR<br>NEEDS |       | REMARKS |
|------------------------------------|---------------|---------------|------------------|-------|-----------------|-------|------------------|-------|------------------|-------|---------|
| DESCRIPTION                        | SPACE<br>CODE | SQ FT<br>EACH | QTY              | SQ FT | QTY             | SQ FT | QTY              | SQ FT | QTY              | SQ FT |         |
| SOCIAL SERVICES                    |               |               |                  |       |                 |       |                  |       |                  |       |         |
| PERSONNEL SPACE                    |               |               |                  |       |                 |       |                  |       |                  |       |         |
| Director                           | po5           | 200           | 1                | 200   | 1               | 200   | 1                | 200   | 1                | 200   |         |
| Assistant director                 | po3           | 150           | 1                | 150   | 1               | 150   | 1                | 150   | 1                | 150   |         |
| Administrative manager             | po3           | 150           | 1                | 150   | 1               | 150   | 1                | 150   | 1                | 150   |         |
| Executive assistant                | po3           | 150           | 1                | 150   | 1               | 150   | 1                | 150   | 1                | 150   |         |
| Account clerk II                   | po1           | 100           |                  |       | 2               | 200   | 2                | 200   | 2                | 200   |         |
| Staff attorney                     | po3           | 150           | 1                | 150   | 2               | 300   | 2                | 300   | 3                | 450   |         |
| Social work supervisor             | po3           | 150           | 1                | 150   | 1               | 150   | 1                | 150   | 1                | 150   |         |
| Child protective services I        | po1           | 100           | 3                | 300   | 3               | 300   | 3                | 300   | 4                | 400   |         |
| Child protective services II       | po1           | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 2                | 200   |         |
| Social worker                      | po1           | 100           | 2                | 200   | 2               | 200   | 2                | 200   | 2                | 200   |         |
| Clerk I                            | po1           | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 1                | 100   |         |
| Aide I                             | ws3           | 64            |                  |       | 1               | 64    | 1                | 64    | 1                | 64    |         |
| Aide II                            | po1           | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 1                | 100   |         |
| Independent living coordinator     | po1           | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 1                | 100   |         |
| Prevention specialist              | po1           | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 1                | 100   |         |
| Director - family support          | po3           | 150           | 1                | 150   | 1               | 150   | 1                | 150   | 1                | 150   |         |
| Family support worker              | po1           | 100           |                  |       | 5               | 500   | 6                | 600   | 7                | 700   |         |
| Eligibility supervisor             | po3           | 150           | 1                | 150   | 1               | 150   | 1                | 150   | 1                | 150   |         |
| Senior eligibility worker          | po1           | 100           | 4                | 400   | 4               | 400   | 4                | 400   | 5                | 500   |         |
| Eligibility worker                 | po1           | 100           | 4                | 400   | 4               | 400   | 4                | 400   | 5                | 500   |         |
| Fraud investigator                 | po1           | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 1                | 100   |         |
| Fuel/vision                        | po1           | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 1                | 100   |         |
| Clerical supervisor                | po3           | 150           | 1                | 150   | 1               | 150   | 1                | 150   | 1                | 150   |         |
| Secretary I                        | ws3           | 64            | 1                | 64    | 1               | 64    | 1                | 64    | 1                | 64    |         |
| Clerk I                            | ws3           | 64            | 1                | 64    | 1               | 64    | 1                | 64    | 1                | 64    |         |
| Clerk II                           | ws3           | 64            |                  |       | 1               | 64    | 1                | 64    | 1                | 64    |         |
| Receptionist II                    | ws3           | 64            | 1                | 64    | 1               | 64    | 1                | 64    | 1                | 64    |         |
| Daycare director                   | po3           | 150           | 1                | 150   | 1               | 150   | 1                | 150   | 1                | 150   |         |
| Staffing coordinator               | po1           | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 1                | 100   |         |
| Program coordinator                | po1           | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 1                | 100   |         |
| Career resource director           | po3           | 150           | 1                | 150   | 1               | 150   | 1                | 150   | 1                | 150   |         |
| Assistant career resource director | po1           | 100           |                  |       | 1               | 100   | 1                | 100   | 1                | 100   |         |
| Senior case manager                | po1           | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 1                | 100   |         |
| Day care case manager              | po1           | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 1                | 100   |         |
| Workforce development coordinator  | po1           | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 1                | 100   |         |
| Customer service representative    | ws3           | 64            | 2                | 128   | 2               | 128   | 2                | 128   | 2                | 128   |         |
| Welfare to work case manager       | po1           | 100           | 1                | 100   | 1               | 100   | 1                | 100   | 1                | 100   |         |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                         |               |               | CURRENT<br>NEEDS |        | 5 YEAR<br>NEEDS |        | 10 YEAR<br>NEEDS |        | 20 YEAR<br>NEEDS |        | REMARKS                           |
|--|---------------|---------------|------------------|--------|-----------------|--------|------------------|--------|------------------|--------|-----------------------------------|
| DESCRIPTION                            | SPACE<br>CODE | SQ FT<br>EACH | QTY              | SQ FT  | QTY             | SQ FT  | QTY              | SQ FT  | QTY              | SQ FT  |                                   |
| Career counselor                       | po1           | 100           | 1                | 100    | 1               | 100    | 1                | 100    | 1                | 100    |                                   |
| Child support enforcement - specialist | po1           | 100           | 1                | 100    | 1               | 100    | 1                | 100    | 1                | 100    |                                   |
| <u>SUPPORT SPACE</u>                   |               |               |                  |        |                 |        |                  |        |                  |        |                                   |
| Public counter workstation             | ctr1          | 50            | 2                | 100    | 2               | 100    | 2                | 100    | 2                | 100    |                                   |
| Public waiting area                    | vis20         | 400           | 1                | 400    | 1               | 400    | 1                | 400    | 1                | 400    |                                   |
| Workroom                               | wrk12         | 144           | 1                | 144    | 1               | 144    | 1                | 144    | 1                | 144    |                                   |
|  | wrk9          | 81            | 2                | 162    | 2               | 162    | 2                | 162    | 2                | 162    |                                   |
| Eligibility file room                  | st7           | 250           | 1                | 250    | 1               | 250    |                  |        |                  |        | High density files                |
|  | N/A           | 300           |                  |        |                 |        | 1                | 300    |                  |        |                                   |
|  | N/A           | 350           |                  |        |                 |        |                  |        | 1                | 350    |                                   |
| Storage                                | st5           | 160           | 1                | 160    | 1               | 160    | 1                | 160    | 1                | 160    |                                   |
| Conference/lunch room                  | cnf10         | 200           | 1                | 200    | 1               | 200    | 1                | 200    | 1                | 200    |                                   |
| Job center                             | N/A           | 600           | 1                | 600    | 1               | 600    | 1                | 600    | 1                | 600    |                                   |
| Classroom                              | tr1           | 200           | 1                | 200    | 1               | 200    | 1                | 200    | 1                | 200    |                                   |
| Board room                             | N/A           | 600           | 1                | 600    | 1               | 600    | 1                | 600    | 1                | 600    |                                   |
| Computer room                          | N/A           | 60            | 1                | 60     | 1               | 60     | 1                | 60     | 1                | 60     |                                   |
| Visitation room                        | N/A           | 250           | 1                | 250    | 1               | 250    | 1                | 250    | 1                | 250    |                                   |
| Kitchenette                            | wrk11         | 120           | 1                | 120    | 1               | 120    | 1                | 120    | 1                | 120    |                                   |
| Secondary reception area               | vis4          | 80            | 1                | 80     | 1               | 80     | 1                | 80     | 1                | 80     | For administrative staff visitors |
| Files                                  | vert          | 10            | 12               | 120    | 14              | 140    | 15               | 150    | 17               | 170    |                                   |
| Staff toilets                          | N/A           | 120           | 2                | 240    | 2               | 240    | 2                | 240    | 2                | 240    |                                   |
| Coffee niche                           | cof1          | 25            | 2                | 50     | 2               | 50     | 2                | 50     | 2                | 50     |                                   |
| Coat closet                            | clos1         | 10            | 4                | 40     | 4               | 40     | 4                | 40     | 4                | 40     |                                   |
| TOTAL PERSONNEL                        |               |               | 44               |        | 55              |        | 56               |        | 62               |        |                                   |
| SUBTOTAL SPACE REQUIRED                |               |               |                  | 8,596  |                 | 9,694  |                  | 9,854  |                  | 10,574 |                                   |
| INTERNAL CIRCULATION FACTOR            |               |               | 30%              | 2,579  |                 | 2,908  |                  | 2,956  |                  | 3,172  |                                   |
| TOTAL DEPARTMENT NET SPACE REQ'D       |               |               |                  | 11,175 |                 | 12,602 |                  | 12,810 |                  | 13,746 |                                   |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                   |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS   |
|----------------------------------|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|---|
| DESCRIPTION                      | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |   |
| TREASURER                        |            |            |               |       |              |       |               |       |               |       |   |
| PERSONNEL SPACE                  |            |            |               |       |              |       |               |       |               |       |   |
| Treasurer                        | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |   |
| Chief deputy treasurer           | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   |   |
| Deputy treasurer                 | ws3        | 64         | 2             | 128   | 3            | 192   | 3             | 192   | 4             | 256   |   |
| Accounting tech                  | ws3        | 64         | 1             | 64    | 1            | 64    | 1             | 64    | 1             | 64    |   |
| Collections assistant            | ws3        | 64         | 1             | 64    | 2            | 128   | 2             | 128   | 3             | 192   |   |
| SUPPORT SPACE                    |            |            |               |       |              |       |               |       |               |       |   |
| Public counter                   | ctr1       | 50         | 3             | 150   | 4            | 200   | 5             | 250   | 6             | 300   |   |
| Public waiting area              | N/A        |            | 1             | 150   | 1            | 200   | 1             | 250   | 1             | 300   | Includes reference tables                                 |
| Conference room                  |            |            |               |       |              |       |               |       |               |       | Refer to Shared Space - General Government sheet          |
| Vault                            | st6        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |   |
| Workroom                         | wrk15      | 225        | 1             | 225   | 1            | 225   | 1             | 225   | 1             | 225   | Worktable, copier, fax, shredder, mail distribution, etc. |
| Coat closet                      | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |   |
| TOTAL PERSONNEL                  |            |            | 6             |       | 8            |       | 8             |       | 10            |       |   |
| SUBTOTAL SPACE REQUIRED          |            |            |               | 1,341 |              | 1,569 |               | 1,669 |               | 1,897 |   |
| INTERNAL CIRCULATION FACTOR      |            |            | 30%           | 402   |              | 471   |               | 501   |               | 569   |   |
| TOTAL DEPARTMENT NET SPACE REQ'D |            |            |               | 1,743 |              | 2,040 |               | 2,170 |               | 2,466 |   |

## CULPEPER COUNTY SPACE NEEDS ANALYSIS

| SPACE REQUIRED                         |            |            | CURRENT NEEDS |       | 5 YEAR NEEDS |       | 10 YEAR NEEDS |       | 20 YEAR NEEDS |       | REMARKS        |  |
|--|------------|------------|---------------|-------|--------------|-------|---------------|-------|---------------|-------|----------------|--|
| DESCRIPTION                            | SPACE CODE | SQ FT EACH | QTY           | SQ FT | QTY          | SQ FT | QTY           | SQ FT | QTY           | SQ FT |                |  |
| VOTER REGISTRAR                        |            |            |               |       |              |       |               |       |               |       |                |  |
| PERSONNEL SPACE                        |            |            |               |       |              |       |               |       |               |       |                |  |
| Registrar                              | po3        | 150        | 1             | 150   | 1            | 150   | 1             | 150   | 1             | 150   | Precinct cases |  |
| Assistant registrar                    | ws3        | 64         | 1             | 64    | 1            | 64    | 2             | 128   | 2             | 128   |                |  |
| SUPPORT SPACE                          |            |            |               |       |              |       |               |       |               |       |                |  |
| Visitor waiting                        | vis5       | 100        | 1             | 100   | 1            | 100   | 1             | 100   | 1             | 100   |                |  |
| Public counter                         | cs10       | 60         | 1             | 60    | 1            | 60    | 1             | 60    | 1             | 60    |                |  |
| Electoral board office/conference room | po5        | 200        | 1             | 200   | 1            | 200   | 1             | 200   | 1             | 200   |                |  |
| Absentee voting booth                  | wss        | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |                |  |
| Files                                  | vert       | 10         | 3             | 30    | 3            | 30    | 4             | 40    | 6             | 60    |                |  |
| Storage                                | st4        | 120        | 1             | 120   | 1            | 120   | 1             | 120   | 1             | 120   |                |  |
| Copier                                 | cpy5       | 25         | 1             | 25    | 1            | 25    | 1             | 25    | 1             | 25    |                |  |
| Fax                                    | fax1       | 15         | 1             | 15    | 1            | 15    | 1             | 15    | 1             | 15    |                |  |
| Shredder                               | psh        | 15         | 1             | 15    | 1            | 15    | 1             | 15    | 1             | 15    |                |  |
| Coat closet                            | clos1      | 10         | 1             | 10    | 1            | 10    | 1             | 10    | 1             | 10    |                |  |
| TOTAL PERSONNEL                        |            |            | 2             |       | 2            |       | 3             |       | 3             |       |                |  |
| SUBTOTAL SPACE REQUIRED                |            |            |               | 814   |              | 814   |               | 888   |               | 908   |                |  |
| INTERNAL CIRCULATION FACTOR            |            |            |               | 244   |              | 244   |               | 266   |               | 272   |                |  |
| TOTAL DEPARTMENT NET SPACE REQ'D       |            |            |               | 1,058 |              | 1,058 |               | 1,154 |               | 1,180 |                |  |



## **Appendix D**

# **Preliminary Budget Estimates**

# **CULPEPER COUNTY SPACE NEEDS ASSESSMENT AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

## **SUMMARY**

### **DOWNTOWN SITES**

|                 |   |                     |
|-----------------|---|---------------------|
| <b>OPTION A</b> | New District Courts Building                    | \$8,230,000         |
|                 | New County Office Building                      | \$6,044,000         |
|                 | 5 Level Parking Deck (350 spaces)               | \$4,544,000         |
|                 | Circuit Court Building Renovation               | \$2,025,000         |
|                 | County Administration Annex Building Renovation | \$174,000           |
|                 | County Administration Building Renovation       | \$507,000           |
| <b>TOTAL</b>    |   | <b>\$21,524,000</b> |

|                 |                                   |                     |
|-----------------|-----------------------------------|---------------------|
| <b>OPTION B</b> | New District Courts Building      | \$8,086,000         |
|                 | New County Office Building        | \$9,326,000         |
|                 | 3 Level Parking Deck (210 spaces) | \$2,729,000         |
|                 | 4 Level Parking Deck (280 spaces) | \$3,626,000         |
|                 | Circuit Court Building Renovation | \$2,025,000         |
| <b>TOTAL</b>    |                                   | <b>\$25,792,000</b> |

### **COMBINATION COUNTY/DOWNTOWN SITES**

|                                   |                     |
|-----------------------------------|---------------------|
| New District Courts Building      | \$8,230,000         |
| New County Office Building        | \$8,350,000         |
| 3 Level Parking Deck (210 spaces) | \$2,729,000         |
| Circuit Court Building Renovation | \$2,025,000         |
| <b>SUBTOTAL</b>                   | <b>\$21,334,000</b> |
| New Human Services Building       | \$5,996,000         |
| <b>TOTAL</b>                      | <b>\$27,330,000</b> |

### **COUNTY SITE**

|                                   |                     |
|-----------------------------------|---------------------|
| New District Courts Building      | \$8,418,000         |
| New County Office Building        | \$8,350,000         |
| Circuit Court Building Renovation | \$2,025,000         |
| <b>SUBTOTAL</b>                   | <b>\$18,793,000</b> |
| New Human Services Building       | \$5,996,000         |
| <b>TOTAL</b>                      | <b>\$24,789,000</b> |

**CULPEPER COUNTY SPACE NEEDS ASSESSMENT**  
**AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**  
**PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

**OPTION A & COMBINATION SITE OPTION**  
**DISTRICT COURTS BUILDING**

---

**CONSTRUCTION COSTS**

|  |             |       |                    |
|--|-------------|-------|--------------------|
| Building construction - finished space   | 34,000 SF @ | \$160 | \$5,440,000        |
| Building construction - unfinished space | 3,800 SF @  | \$90  | \$342,000          |
| Site construction                        |             |       | \$250,000          |
| <b>Construction Cost Subtotal</b>        |             |       | <b>\$6,032,000</b> |

**OTHER COSTS**

|  |  |                    |
|--|--|--------------------|
| Furniture Allowance                    |  | \$350,000          |
| Property Acquisition Allowance         |  | \$410,000          |
| Geotechnical Study                     |  | \$7,000            |
| Boundary and Topographic Survey        |  | \$10,000           |
| Testing and Inspections                |  | \$61,000           |
| Architectural/Engineering Services     |  | \$510,000          |
| Data/Telephone Allowance               |  | \$100,000          |
| Moving Expenses Allowance              |  | \$10,000           |
| Permitting and Utility Connection Fees |  | Not included       |
| Legal Expenses                         |  | Not included       |
| Financing Expenses                     |  | Not included       |
| <b>Other Costs Subtotal</b>            |  | <b>\$1,458,000</b> |

**Project Cost Subtotal** **\$7,490,000**

Recommended Project Budget Contingency \$740,000

**TOTAL** **\$8,230,000**

**CULPEPER COUNTY SPACE NEEDS ASSESSMENT**  
**AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**  
**PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

**OPTION A**  
**NEW COUNTY OFFICE BUILDING**

---

**CONSTRUCTION COSTS**

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| Building construction             | 36,600 SF @ \$120 | \$4,400,000        |
| Site construction                 |                   | \$250,000          |
| <b>Construction Cost Subtotal</b> |                   | <b>\$4,650,000</b> |

**OTHER COSTS**

|  |  |                  |
|--|--|------------------|
| Furniture Allowance                    |  | \$300,000        |
| Property Acquisition Allowance         |  | None required    |
| Geotechnical Study                     |  | \$7,000          |
| Boundary and Topographic Survey        |  | \$10,000         |
| Testing and Inspections                |  | \$47,000         |
| Architectural/Engineering Services     |  | \$370,000        |
| Data/Telephone Allowance               |  | \$100,000        |
| Moving Expenses Allowance              |  | \$10,000         |
| Permitting and Utility Connection Fees |  | Not included     |
| Legal Expenses                         |  | Not included     |
| Financing Expenses                     |  | Not included     |
| <b>Other Costs Subtotal</b>            |  | <b>\$844,000</b> |

**Project Cost Subtotal** **\$5,494,000**

Recommended Project Budget Contingency \$550,000

**TOTAL** **\$6,044,000**

**CULPEPER COUNTY SPACE NEEDS ASSESSMENT**  
**AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**  
**PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

**OPTION A**  
**PARKING DECK**

---

**CONSTRUCTION COSTS**

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| 5 Level - 350 Space Parking Deck  | 350 Sp @ \$11,000 | \$3,850,000        |
| <b>Construction Cost Subtotal</b> |                   | <b>\$3,850,000</b> |

**OTHER COSTS**

|  |                  |
|--|------------------|
| Property Acquisition Allowance         | Not included     |
| Geotechnical Study                     | \$5,000          |
| Boundary and Topographic Survey        | \$10,000         |
| Testing and Inspections                | \$39,000         |
| Architectural/Engineering Services     | \$220,000        |
| Data/Telephone Allowance               | Not included     |
| Moving Expenses Allowance              | Not included     |
| Permitting and Utility Connection Fees | Not included     |
| Legal Expenses                         | Not included     |
| Financing Expenses                     | Not included     |
| <b>Other Costs Subtotal</b>            | <b>\$274,000</b> |

|                              |                    |
|------------------------------|--------------------|
| <b>Project Cost Subtotal</b> | <b>\$4,124,000</b> |
|------------------------------|--------------------|

|  |           |
|--|-----------|
| Recommended Project Budget Contingency | \$420,000 |
|--|-----------|

|              |                    |
|--------------|--------------------|
| <b>TOTAL</b> | <b>\$4,544,000</b> |
|--------------|--------------------|

**CULPEPER COUNTY SPACE NEEDS ASSESSMENT**  
**AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**  
**PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

**ALL OPTIONS**  
**CIRCUIT COURTHOUSE RENOVATION**

---

**CONSTRUCTION COSTS**

|                                   |             |      |                    |
|-----------------------------------|-------------|------|--------------------|
| Building renovation               | 19,360 SF @ | \$75 | \$1,460,000        |
| <b>Construction Cost Subtotal</b> |             |      | <b>\$1,460,000</b> |

**OTHER COSTS**

|  |                  |
|--|------------------|
| Furniture Allowance                    | \$100,000        |
| Property Acquisition Allowance         | None required    |
| Geotechnical Study                     | None required    |
| Boundary and Topographic Survey        | None required    |
| Testing and Inspections                | \$15,000         |
| Architectural/Engineering Services     | \$230,000        |
| Data/Telephone Allowance               | \$25,000         |
| Moving Expenses Allowance              | \$5,000          |
| Permitting and Utility Connection Fees | Not included     |
| Legal Expenses                         | Not included     |
| Financing Expenses                     | Not included     |
| <b>Other Costs Subtotal</b>            | <b>\$375,000</b> |

**Project Cost Subtotal** **\$1,835,000**

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Recommended Project Budget Contingency \$190,000

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**TOTAL** **\$2,025,000**

**CULPEPER COUNTY SPACE NEEDS ASSESSMENT**  
**AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**  
**PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

**OPTION A**  
**COUNTY ADMINISTRATION ANNEX BUILDING RENOVATION**

|  |            |      |                  |
|--|------------|------|------------------|
| <b>CONSTRUCTION COSTS</b>              |            |      |                  |
| Building renovation                    | 2,600 SF @ | \$35 | \$100,000        |
| <b>Construction Cost Subtotal</b>      |            |      | <b>\$100,000</b> |
| <b>OTHER COSTS</b>                     |            |      |                  |
| Furniture Allowance                    |            |      | \$25,000         |
| Property Acquisition Allowance         |            |      | None required    |
| Geotechnical Study                     |            |      | None required    |
| Boundary and Topographic Survey        |            |      | None required    |
| Testing and Inspections                |            |      | \$2,000          |
| Architectural/Engineering Services     |            |      | \$20,000         |
| Data/Telephone Allowance               |            |      | \$5,000          |
| Moving Expenses Allowance              |            |      | \$2,000          |
| Permitting and Utility Connection Fees |            |      | Not included     |
| Legal Expenses                         |            |      | Not included     |
| Financing Expenses                     |            |      | Not included     |
| <b>Other Costs Subtotal</b>            |            |      | <b>\$54,000</b>  |
| <b>Project Cost Subtotal</b>           |            |      | <b>\$154,000</b> |
| Recommended Project Budget Contingency |            |      | \$20,000         |
| <b>TOTAL</b>                           |            |      | <b>\$174,000</b> |

**CULPEPER COUNTY SPACE NEEDS ASSESSMENT**  
**AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**  
**PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

**OPTION A**  
**COUNTY ADMINISTRATION BUILDING RENOVATION**

---

**CONSTRUCTION COSTS**

|                                   |            |      |                  |
|-----------------------------------|------------|------|------------------|
| Building renovation               | 8,400 SF @ | \$40 | \$340,000        |
| <b>Construction Cost Subtotal</b> |            |      | <b>\$340,000</b> |

**OTHER COSTS**

|  |                  |
|--|------------------|
| Furniture Allowance                    | \$50,000         |
| Property Acquisition Allowance         | None required    |
| Geotechnical Study                     | None required    |
| Boundary and Topographic Survey        | None required    |
| Testing and Inspections                | \$4,000          |
| Architectural/Engineering Services     | \$50,000         |
| Data/Telephone Allowance               | \$10,000         |
| Moving Expenses Allowance              | \$3,000          |
| Permitting and Utility Connection Fees | Not included     |
| Legal Expenses                         | Not included     |
| Financing Expenses                     | Not included     |
| <b>Other Costs Subtotal</b>            | <b>\$117,000</b> |

**Project Cost Subtotal** **\$457,000**

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Recommended Project Budget Contingency \$50,000

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**TOTAL** **\$507,000**



**CULPEPER COUNTY SPACE NEEDS ASSESSMENT**  
**AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**  
**PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

**OPTION B**  
**DISTRICT COURTS BUILDING**

---

**CONSTRUCTION COSTS**

|  |             |       |                    |
|--|-------------|-------|--------------------|
| Building construction - finished space   | 34,000 SF @ | \$160 | \$5,440,000        |
| Building construction - unfinished space | 3,800 SF @  | \$90  | \$342,000          |
| Site construction                        |             |       | \$400,000          |
| <b>Construction Cost Subtotal</b>        |             |       | <b>\$6,182,000</b> |

**OTHER COSTS**

|  |  |                    |
|--|--|--------------------|
| Furniture Allowance                    |  | \$350,000          |
| Property Acquisition Allowance         |  | \$115,000          |
| Geotechnical Study                     |  | \$7,000            |
| Boundary and Topographic Survey        |  | \$10,000           |
| Testing and Inspections                |  | \$62,000           |
| Architectural/Engineering Services     |  | \$520,000          |
| Data/Telephone Allowance               |  | \$100,000          |
| Moving Expenses Allowance              |  | \$10,000           |
| Permitting and Utility Connection Fees |  | Not included       |
| Legal Expenses                         |  | Not included       |
| Financing Expenses                     |  | Not included       |
| <b>Other Costs Subtotal</b>            |  | <b>\$1,174,000</b> |

**Project Cost Subtotal** **\$7,356,000**

Recommended Project Budget Contingency \$730,000

**TOTAL** **\$8,086,000**

**CULPEPER COUNTY SPACE NEEDS ASSESSMENT**  
**AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**  
**PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

**OPTION B**  
**NEW COUNTY OFFICE BUILDING**

---

**CONSTRUCTION COSTS**

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| Building construction             | 54,000 SF @ \$120 | \$6,480,000        |
| Site construction                 |                   | \$375,000          |
| <b>Construction Cost Subtotal</b> |                   | <b>\$6,855,000</b> |

**OTHER COSTS**

|  |  |                    |
|--|--|--------------------|
| Furniture Allowance                    |  | \$450,000          |
| Property Acquisition Allowance         |  | \$410,000          |
| Geotechnical Study                     |  | \$7,000            |
| Boundary and Topographic Survey        |  | \$10,000           |
| Testing and Inspections                |  | \$69,000           |
| Architectural/Engineering Services     |  | \$540,000          |
| Data/Telephone Allowance               |  | \$125,000          |
| Moving Expenses Allowance              |  | \$10,000           |
| Permitting and Utility Connection Fees |  | Not included       |
| Legal Expenses                         |  | Not included       |
| Financing Expenses                     |  | Not included       |
| <b>Other Costs Subtotal</b>            |  | <b>\$1,621,000</b> |

**Project Cost Subtotal** **\$8,476,000**

Recommended Project Budget Contingency \$850,000

**TOTAL** **\$9,326,000**

**CULPEPER COUNTY SPACE NEEDS ASSESSMENT**  
**AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**  
**PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

**OPTION B**  
**PARKING DECK**

---

**CONSTRUCTION COSTS**

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| 3 Level - 210 Space Parking Deck  | 210 Sp @ \$11,000 | \$2,310,000        |
| <b>Construction Cost Subtotal</b> |                   | <b>\$2,310,000</b> |

**OTHER COSTS**

|  |                  |
|--|------------------|
| Property Acquisition Allowance         | Not included     |
| Geotechnical Study                     | \$5,000          |
| Boundary and Topographic Survey        | \$10,000         |
| Testing and Inspections                | \$24,000         |
| Architectural/Engineering Services     | \$130,000        |
| Data/Telephone Allowance               | Not included     |
| Moving Expenses Allowance              | Not included     |
| Permitting and Utility Connection Fees | Not included     |
| Legal Expenses                         | Not included     |
| Financing Expenses                     | Not included     |
| <b>Other Costs Subtotal</b>            | <b>\$169,000</b> |

|                              |                    |
|------------------------------|--------------------|
| <b>Project Cost Subtotal</b> | <b>\$2,479,000</b> |
|------------------------------|--------------------|

|  |           |
|--|-----------|
| Recommended Project Budget Contingency | \$250,000 |
|--|-----------|

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|              |                    |
|--------------|--------------------|
| <b>TOTAL</b> | <b>\$2,729,000</b> |
|--------------|--------------------|

**CULPEPER COUNTY SPACE NEEDS ASSESSMENT**  
**AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**  
**PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

**OPTION B & COMBINATION SITE OPTION**  
**PARKING DECK**

---

**CONSTRUCTION COSTS**

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| 4 Level - 280 Space Parking Deck  | 280 Sp @ \$11,000 | \$3,080,000        |
| <b>Construction Cost Subtotal</b> |                   | <b>\$3,080,000</b> |

**OTHER COSTS**

|  |                  |
|--|------------------|
| Property Acquisition Allowance         | Not included     |
| Geotechnical Study                     | \$5,000          |
| Boundary and Topographic Survey        | \$10,000         |
| Testing and Inspections                | \$31,000         |
| Architectural/Engineering Services     | \$170,000        |
| Data/Telephone Allowance               | Not included     |
| Moving Expenses Allowance              | Not included     |
| Permitting and Utility Connection Fees | Not included     |
| Legal Expenses                         | Not included     |
| Financing Expenses                     | Not included     |
| <b>Other Costs Subtotal</b>            | <b>\$216,000</b> |

**Project Cost Subtotal** **\$3,296,000**

Recommended Project Budget Contingency \$330,000

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**TOTAL** **\$3,626,000**

**CULPEPER COUNTY SPACE NEEDS ASSESSMENT**  
**AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**  
**PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

**COUNTY SITE & COMBINATION SITE OPTIONS**  
**NEW COUNTY ADMINISTRATION BUILDING**

|  |             |       |                    |
|--|-------------|-------|--------------------|
| <b>CONSTRUCTION COSTS</b>                  |             |       |                    |
| Building construction                      | 50,000 SF @ | \$120 | \$6,000,000        |
| Site construction                          |             |       | \$500,000          |
| <b>Construction Cost Subtotal</b>          |             |       | <b>\$6,500,000</b> |
| <br><b>OTHER COSTS</b>                     |             |       |                    |
| Furniture Allowance                        |             |       | \$300,000          |
| Property Acquisition Allowance             |             |       | None required      |
| Geotechnical Study                         |             |       | \$15,000           |
| Boundary and Topographic Survey            |             |       | \$20,000           |
| Testing and Inspections                    |             |       | \$65,000           |
| Architectural/Engineering Services         |             |       | \$540,000          |
| Data/Telephone Allowance                   |             |       | \$100,000          |
| Moving Expenses Allowance                  |             |       | \$50,000           |
| Permitting and Utility Connection Fees     |             |       | Not included       |
| Legal Expenses                             |             |       | Not included       |
| Financing Expenses                         |             |       | Not included       |
| <b>Other Costs Subtotal</b>                |             |       | <b>\$1,090,000</b> |
| <br><b>Project Cost Subtotal</b>           |             |       | <b>\$7,590,000</b> |
| <br>Recommended Project Budget Contingency |             |       | \$760,000          |
| <br><b>TOTAL</b>                           |             |       | <b>\$8,350,000</b> |

**CULPEPER COUNTY SPACE NEEDS ASSESSMENT**  
**AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**  
**PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

**COUNTY SITE & COMBINATION SITE OPTIONS**  
**NEW HUMAN SERVICES BUILDING**

|  |             |                            |                    |
|--|-------------|----------------------------|--------------------|
| <b>CONSTRUCTION COSTS</b>                  |             |                            |                    |
| Building construction                      | 34,000 SF @ | \$120                      | \$4,080,000        |
| Site construction                          |             |                            | \$500,000          |
| <b>Construction Cost Subtotal</b>          |             |                            | <b>\$4,580,000</b> |
| <br><b>OTHER COSTS</b>                     |             |                            |                    |
| Furniture Allowance                        |             |                            | \$300,000          |
| Property Acquisition Allowance             |             |                            | None required      |
| Geotechnical Study                         |             | Included w/ Admin Building |                    |
| Boundary and Topographic Survey            |             | Included w/ Admin Building |                    |
| Testing and Inspections                    |             |                            | \$46,000           |
| Architectural/Engineering Services         |             |                            | \$390,000          |
| Data/Telephone Allowance                   |             |                            | \$100,000          |
| Moving Expenses Allowance                  |             |                            | \$30,000           |
| Permitting and Utility Connection Fees     |             |                            | Not included       |
| Legal Expenses                             |             |                            | Not included       |
| Financing Expenses                         |             |                            | Not included       |
| <b>Other Costs Subtotal</b>                |             |                            | <b>\$866,000</b>   |
| <br><b>Project Cost Subtotal</b>           |             |                            | <b>\$5,446,000</b> |
| <br>Recommended Project Budget Contingency |             |                            | \$550,000          |
| <br><b>TOTAL</b>                           |             |                            | <b>\$5,996,000</b> |

**CULPEPER COUNTY SPACE NEEDS ASSESSMENT**  
**AND ALTERNATIVE STRATEGIES FOR GOVERNMENT FACILITIES**  
**PRELIMINARY BUDGET ESTIMATE**

July 5, 2001

**COUNTY SITE OPTION**  
**DISTRICT COURTS BUILDING**

---

**CONSTRUCTION COSTS**

|  |             |         |                    |
|--|-------------|---------|--------------------|
| Building construction - finished space   | 33,200 SF @ | \$160   | \$5,320,000        |
| Building construction - unfinished space | 3,800 SF @  | \$90    | \$342,000          |
| Onsite parking                           | 200 Sp @    | \$2,000 | \$400,000          |
| Other site construction                  |             |         | \$500,000          |
| <b>Construction Cost Subtotal</b>        |             |         | <b>\$6,562,000</b> |

**OTHER COSTS**

|  |                            |                    |
|--|----------------------------|--------------------|
| Furniture Allowance                    |                            | \$350,000          |
| Property Acquisition Allowance         |                            | None required      |
| Geotechnical Study                     | Included w/ Admin Building |                    |
| Boundary and Topographic Survey        | Included w/ Admin Building |                    |
| Testing and Inspections                |                            | \$66,000           |
| Architectural/Engineering Services     |                            | \$550,000          |
| Data/Telephone Allowance               |                            | \$100,000          |
| Moving Expenses Allowance              |                            | \$30,000           |
| Permitting and Utility Connection Fees |                            | Not included       |
| Legal Expenses                         |                            | Not included       |
| Financing Expenses                     |                            | Not included       |
| <b>Other Costs Subtotal</b>            |                            | <b>\$1,096,000</b> |

**Project Cost Subtotal** **\$7,658,000**

Recommended Project Budget Contingency \$760,000

---

**TOTAL** **\$8,418,000**

**Appendix E**  
**Engineering Evaluation of**  
**Courthouse and Old Social**  
**Services Building**





**SIMMONS, ROCKECHARLIE & PRINCE, INC.**

*Consulting Mechanical & Electrical Engineers*

*A Professional Corporation*

8416 GLAZEBROOK AVENUE

RICHMOND, VA 23228-2892

PHONE 804-262-7323 • FAX 804-262-0021 • WWW.SRPENG.COM • E-MAIL srpeng@richmond.net

February 16, 2001

Moseley, Harris, & McClintock  
601 Southlake Boulevard  
Richmond, Virginia 23236

Attn: Mr. Don Guthrie, AIA

Re: Culpeper County Courts and Social Services (01011)  
Facilities Assessment

Dear Don:

Simmons, Rockecharlie, & Prince was commissioned to survey the Courts Building and Social Services Building and below is a summary of our findings from our site visit on February 12.

**Courts Building HVAC:**

The Courts building is served by a 40 ton McQuay Indoor Chiller (Model E1208, circa 1996) in the basement Mechanical Room with an Evapco Cooling Tower (Model ICT4-96) located on the roof. The Chiller provides chilled water to Air Handler #1 that serves the interior space variable air volume induction boxes located on all floors, Trane Fan Coil Units (Model B12AL) located on the exterior walls of all spaces, Rooftop Unit #2 that serves the Records vault, Rooftop Unit #3 that provides ventilation air to all floors, Rooftop Unit #4 that serves the Circuit Court, and Rooftop Unit #5 that serves the General District Court. The Rooftop Units appear to have been installed during the 1974 renovation. Air Handler #1 is the only variable volume unit. All other units are constant volume. The Rooftop Units are rusting on the exterior and the insulation on the interior is deteriorating. Roof screens have been installed on all units and appear to block airflow into and out of the units. Many of the dampers on the interior of the units do not appear to be functioning. The Cooling Tower appears to be in overall good condition however there was a large pool of water beneath the unit on the roof.

The main entrance to the building on Cameron Street is served by a 9 MBH EMI Ductless Split System. Maintenance personnel indicated that this unit does not provide adequate cooling or heating.

The Domestic water is heated by an 80 Gallon, 4500 watt electric water heater located in the basement Mechanical Room. The Building water pressure is 100 PSI.

All air handlers, rooftop units, and fan coil units also have hot water coils for heating that are fed from the hot water system also located in the basement mechanical room. The Hot water system is served by a Burnham 1500 MBH Natural Gas Boiler (Model PF508, circa 1974) that is located adjacent to an Electric Boiler that has been abandoned in place. An Exhausto chimney exhaust fan has been installed to provide proper draft control. The chimney was recently relined. The main Gas service to the building is located on West Street at the Mechanical room and is a 2" line that reduces to a 1 1/4" line after the regulator before entering the building.

**RECEIVED**

**MAY 31 2001**

The Temperature Control System is manufactured and maintained by Siemens. Pneumatic air is piped throughout the building to control the thermostats. In the Mechanical room and on the roof Digital to Pneumatic controllers have been installed. Digital sensors have been installed on various floors that provide information only and no control. Many of the spaces have both interior and exterior zones served by adjacent thermostats.

There is no chemical treatment on either the Chilled, Hot, or Condenser Water systems. TEFC motors were installed on the Chilled and Condenser Water Pumps three years ago.

#### **RECOMMENDATIONS:**

The existing mechanical systems appear to be in overall fair condition. Lack of a preventive maintenance plan will decrease the useful life of the equipment. According to ASHRAE the average service life of variable air volume boxes, pumps, chillers, rooftop units, and cooling towers is 20 years. Most of the equipment in the courts building, excluding the chiller is beyond that. Future planning forecasts should include funding for equipment replacements. Improperly working equipment such as the rooftop unit dampers should be replaced first as they pose the greatest threat to proper indoor air quality, energy consumption, and serviceability.

The existing boiler appears in good condition and should have at least 10 more years of useful life according to ASHRAE. Future space planning needs may require an additional boiler if fresh air levels are increased due to an increase in the number of people in the space. The abandoned electric boiler should be removed.

#### **Social Services Building-HVAC:**

Six split system Lennox air conditioning units (circa 1977) with hot water heat serve the three-story Social Services Building. Two units are located in closets on each floor. There is no fresh air provided to any of the units. The supply air distribution ductwork is a mixture of insulated, lined, insulated duct board, below floor, rigid, flexible, and above ceiling trunk lines. The air distribution devices are of a residential style.

A Bryant Natural Gas Boiler (Model 246-12, circa 1974) is located in the basement and provides Hot water to the Air Handlers. A motorized combustion air damper was recently added on the exterior basement wall. There are circulating pumps for each floor, which are apparently remaining from when the building had baseboard radiation. None of the Hot water piping is insulated. The main Gas service to the building is located behind the building at the Mechanical room and is a 2" line that reduces to a 1 1/4" line after the regulator before entering the building.

Domestic water is heated by a gas fired water heater located in the Mechanical Room. The Building water pressure is 90 PSI.

The controls system for each unit consists of separate heating and cooling thermostats with an override timer of which none work. Windows are generally opened and closed to vary the temperature.

## **RECOMMENDATIONS:**

The existing mechanical systems are in poor condition. They do not function properly and do not adequately heat and cool the building. According to ASHRAE the average service life of the split system units is 15 years. All of the units are 10 years beyond that. The mechanical systems should be upgraded with more efficient systems. The controls system as installed is quite complicated while at the same time is completely ineffective. A simpler, easier to use system should be installed.

The hot water system is also in poor condition since all piping is installed without insulation or water treatment. All piping should be replaced and installed properly. The boiler should be replaced with a more efficient model. A chemical treatment system should be installed on the piping to prevent corrosion, scaling, and pipe degradation.

## **Courts Building - ELECTRICAL**

### **Service**

Service is 277/480 volt, 3 phase, 4 wire underground from a pad mounted transformer provided by the Culpeper Power Company with metering at the transformer.

### **Service Equipment**

Service equipment is a 1200 amp Square "D" "I" line panel. The panel has a 1200 ampere main circuit breaker and four (4) branch breakers (1-100, 1-125, 1-150 & 1-700 ampere). There is space for five (5) additional breakers. The 1200 ampere main and the 700 ampere branch breakers do not trip and are scheduled for repair. The service equipment is in the mechanical room.

### **Electrical Distribution**

There is a 277/480 volt power panel in the basement mechanical room and a 277/480 volt panel on each floor. There is a 112.5 KVA dry type transformer in the mechanical room with a distribution panel in the mechanical room and a 120/208 volt panel on each floor. The 277/480 volt panels are Square "D" HCN and the 120/208 volt panels are Square "D" NAIB. There are many over loaded branch circuits.

### **Lighting**

The general lighting scheme is 2' x 4' recessed troffers. The lens are dirty and are beginning to yellow. The lamps are T12 with magnetic ballasts.

The Juvenile Court and the 1<sup>st</sup> floor courts corridor have new parabolic fixtures with T8 lamps and electronic ballast. The stairs have surface wraparound fixtures. There are some 4' x 4' fixtures in large areas such as the Treasurer. The records room has library stack lights with many missing louvers. The General District Court has pendant fixtures with fluorescent lamps and metal halide lamps. Egress and emergency lighting are battery powered fixtures.

#### **Fire Alarm**

There is an Ademco pull station and bell on each floor and a local fire alarm panel.

#### **ELECTRICAL RECOMMENDATIONS:**

Additional electrical panels should be installed to correct the overloaded branch circuits and to handle future needs. The lighting should be upgraded with new parabolic fixtures with energy saving electronic ballasts and T8 lamps. A new fire alarm system should be provided to meet current codes.

#### **Social Services Building - ELECTRICAL**

##### **Service**

Service is 120/208 volt, 3 phase, 4 wire, overhead from pole mounted transformers provided by the Culpeper Power Company located on the side street. The metering is on the exterior of the building.

##### **Service Equipment**

Service equipment is a 400 ampere 120/208 volt switch feeding a wireway with a 200 ampere, a 150 ampere and a panel tapped from the conductors in the wireway.

##### **Electrical Distribution**

There is a 120/208 volt panel on each floor. These panels are Square "D" Load Centers. There is a Cutler Hammer panel on the 2<sup>nd</sup> floor that has been added to serve computer receptacles. There are two general purpose receptacles and one computer receptacle in most offices. There is some surface raceway for data.

##### **Lighting**

Corridor lighting is 2' x 2' recessed troffers, office lighting is 2' x 4' recessed troffers. Stair lighting is surface wraparound fixtures. This is one battery powered egress light in the corridor and one in the stair. The fixture lens are yellow.

Mr. Don Guthrie, AIA  
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**Fire Alarm**


There is a Ademco pull station and bell on each floor and a local fire alarm panel.

**ELECTRICAL RECOMMENDATIONS:**

The electrical service should be upgraded to eliminate the wireway and taps and provide for future needs. The lighting should be upgraded with new parabolic fixtures with energy saving electronic ballasts and T8 lamps. A new fire alarm system should be provided to meet current codes. Additional exit and egress lighting should be provided to meet current codes.

Very truly yours,

SIMMONS, ROCKECHARLIE & PRINCE, INC.  
CONSULTING ENGINEERS

A handwritten signature in cursive script, reading "Thomas A. Rochecharlie III". The signature is written in dark ink and is positioned above a horizontal line.

Thomas A. Rochecharlie, III  
Project Manager